EMPL SYSTEM GLOSSARY

TOTAL COMPENSATION/SYSTEMS TEAM
DEPARTMENT OF PERSONNEL & ADMINISTRATION
DIVISION OF HUMAN RESOURCES

August 2002

EMPL Glossary

Table of Contents

ACCOUNT

TERM: ACCOUNT

USER: Classified, Judicial, Non-classified

FIELD DESCRIPTION: Twenty-five characters, alphanumeric

FILE: Job

DEFINITION: A code that is used to record payroll expenses. The code determines the distribution of gross pay, benefits, and labor.

CODE STRUCTURE: The first 9 characters are used for the Central Accounting system, and the following 16 characters are used for ABL or agency accounting data

EXAMPLE: AABBB CCCD F GGGGGGG HHHH IIII Characters AA are alphabetic and represent the Fund and Cash accounts.

                               Characters BBB are numeric and represent the Expense account.

                               CCC are numeric and represent the Revenue account.

                               Character D is alphabetic and represents the Receipt class.

                               Character F is alphanumeric and defines the agency use of the ABL or internal accounting system. (An entry of "1" means to post the ABL. An entry of "0" means not to post the ABL. See CPPS personnel procedures manual.)

                               Characters GGGGGGG are numeric and represent the ABL organizational Unit.

                               Characters HHHH are numeric and represent the ABL Expense account. Characters IIII are numeric and represent the ABL Revenue Account.

                               To clean out a job record account line, put spaces in the first 5 characters (AABBB) of the account field. All fields within the account line will be reset to zeros or blanks.

TERM IN CPPS: Account Number

ACTION CODE

TERM:	ACTION CODE
USER:	All
FIELD DESCRIPTION:	Three characters, alphanumeric
FILE:	Demographic, Employee, Position, Class, job, Pay-Ret-Misc
DEFINITION:	A numbering system which identifies and groups all personnel transactions used in the EMPL. A personnel transaction is defined as any activity that is recorded on one of the EMPL files. The action code is a numeric definition for the specific type of personnel activity.
CODE STRUCTURE:	Action codes fall into nine general categories, they are:

000's = Class File Updates and Mass Actions
100's = Pay Rate Updates
200's = Position Updates
300's = Employee Appointments
400's = Position and/or Employee Movements
500's = Separations
600's = Demographic Updates and Special Actions
700's = Job Updates
800's = Pay-Ret-Misc Updates

See the Action Code Table for all possible action codes.

EXAMPLE:	An agency wishes to hire a person. The agency personnel technician refers to the action code table and finds that the action code that identifies the transaction is 301.
SPECIAL NOTES:	An incorrect action code submitted by the agency personnel technician will result in a wrong action being recorded by the EMPL. It is very important to verify the correct action code.

ACTION CODE DESCRIPTION

TERM: ACTION CODE DESCRIPTION

USER: All

FIELD DESCRIPTION: 40 Characters Alphanumeric

FILE: Table

DEFINITION: A brief description of what the action code is designed to do.

CODE STRUCTURE: See the Action Code Table for descriptions of all action codes.

EXAMPLE: The description for action code 011 is: "ANNIVERSARY INCREASE (STEP/SALARY) MASS ACTION."

The description for action code 501 is: "SEPARATION."

```
MORE
                        INQUIRY - ACTION CODE TABLE
          CLASSIFIED
           JUDICIAL          USE    ACTION
 ACTION     MERIT          AUTHOR-   CODE
  CODE          NON-CLASS  IZATION  SEQUEN        ACTION CODE DESCRIPTION


  501   C J * N              8       W     SEPARATION
  505   C J *                8       S     VOLUNTARY FURLOUGH
  506   C J   N              8       S     SHORT-TERM DISABILITY
  510   C J * N              8       S     LEAVE WITHOUT PAY
  511   C J * N              8       S     MILITARY LEAVE WITHOUT PAY
  520   C J * N              8       T     DISCIPLINARY SUSPENSION
  530   C   * N              2       A     EXPIRED EXPIRATION DATE - EMPLOYEE
                                           SEPARATED      (MASS ACTION)
  591   C                    0       W     SEPARATION(CU/CSU)
  595   C                    0       A     LEAVE WITHOUT PAY(CU/CSU)
  60D   C J * N              8       A     DELETE DEMOGRAPHIC ACTION




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ACTION CODE SEQUENCE

TERM: ACTION CODE SEQUENCE

USER: All

FIELD DESCRIPTION: 1 Character Alphanumeric

FILE: Table

DEFINITION: The letter that denotes the sequence in which actions must be entered.

CODE STRUCTURE: See the Action Code Table for all action code sequence letters.

EXAMPLE: An employee who has a anniversary date of July 1 is also being promoted effective July 1. The effective date of the salary survey is also July 1.

In this case the promotion action 420, which has a sequence letter "K", must be entered before the salary survey action 020 which has a sequence letter "M" and then the anniversary action 011 which has a sequence letter "Y".

SPECIAL NOTES: Action codes with same effective date must be entered in alphabetical order of the action code sequence. Action codes with the same sequence letter must be entered in numeric order.

All actions that have the same effective date as the mass actions entered by the Department of Personnel (such as anniversary and salary survey actions) must be entered prior to the mass actions being entered.

ACTION CODE TABLE

TERM: ACTION CODE TABLE

USER: All

FIELD DESCRIPTION: Table

FILE: CMI Table, Potpouri Tables

DEFINITION: A table where a list of all possible action codes and their description can be found. This table may be viewed by selecting "L Tables" from the primary menu selection.

```
MORE
                        INQUIRY - ACTION CODE TABLE
         CLASSIFIED
          JUDICIAL           USE    ACTION
 ACTION    MERIT           AUTHOR-  CODE
  CODE       NON-CLASS IZATION SEQUEN      ACTION CODE DESCRIPTION


  201    C J * N            8      X     ABOLISH POSITION
  203    C J * N            5      F     CREATE POSITION (REGULAR FOR CLASSIFIED,
                                           JUDICIAL, MERIT)
  204    C   *              5      F     CREATE SEASONAL POSITION
                                         (LESS THAN 11 MONTHS)
  205    C                  5      F     CREATE SUBSTITUTE POSITION
  206    C   *              5      F     CREATE TEMPORARY POSITION
  207        *              5      F     CREATE TEMPORARY EMERGENCY (15 DAYS)
                                         POSITION
  209    C J * N            5      F     RE-ESTABLISH AN ABOLISHED POSITION
  210    C J * N            8      B     CHANGE POSITION STATUS
  220    C J * N            8      B     CHANGE PAY DIFFERENTIAL
  221    C   *              5      B     CHANGE SHELTERED
  222    C J * N            8      B     CHANGE FUNDED, ORGANIZATIONAL UNIT,
                                         AND FUND PERCENTAGES

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ACTION NUMBER

TERM:	ACTION NUMBER
USER:	All
FIELD DESCRIPTION:	Five characters, alphanumeric
FILE:	Employee, Position, Class
DEFINITION:	An identification number assigned, by the agency, to all personnel transactions for the purpose of providing a reference log. It is recommended that each transaction be numbered in sequential order and no duplicate numbers be assigned within the same fiscal year. The use of this data element is optional.
CODE STRUCTURE:	Each agency may use their own numbering system, which can include numbers and/or alphabetic characters.

ACTION SEQUENCE

TERM:	ACTION SEQUENCE
USER:	All
FIELD DESCRIPTION:	One character, alphanumeric
FILE:	Employee, Position, Class
DEFINITION:	An alphabetic character that sequences all transactions that have the same effective date. This ensures that transactions are properly sequenced according to applicable Rules and Regulations of the State Personnel System.
CODE STRUCTURE:	See the Action Code table for Action Codes and related sequences.
EXAMPLE:	An employee receives an anniversary increase (action code 111) and a promotion (action code 420) on the same day. The Rules and Regulations of the State Personnel system require that the promotion is applied first and the anniversary increase second. The action sequence code for a promotion is "K", and the code for an anniversary increase is "Y". The computer will requires that the transactions are sequences and entered in the proper order.
SPECIAL NOTES:	This data element is computer generated and cannot be changed by agency users. The definition of the data element is shown here for informational purposes only.
	Action codes with same effective date must be entered in alphabetical order of the action code sequence. Action codes with the same sequence letter must be entered in numeric order.

ADJUSTED SERVICE DATE

TERM: ADJUSTED SERVICE DATE

USER: Classified, Judicial

FIELD DESCRIPTION: Eight characters, numeric

FILE: Employee

DEFINITION: The date of hire into state service, plus time for leave without pay.

CODE STRUCTURE: YYYYMMDD =   "Y" is the year,
                                                                        "M" is month, and
                                                                        "D" is the day.

                                          All characters must be filled. Use leading zeros where necessary.

EXAMPLE: An employee is hired on April 1, 1983. At that time the adjusted service date is established at 1983 04 01. In 1985 the employee took two months of leave without pay. The adjusted service date would be moved forward 1 month for every 173 hours of leave without pay.

SPECIAL NOTES: This data element is computer generated and can be changed by agency users with action code 683. This date is used by the system to determine the employee's anniversary month and generate and anniversary date.

TERM IN CPPS: Employment date.

TERM: A-EPS, B-FS, C-HCS, D-LTC, E-MED, F-SES, G-ASR, H-PS, I-PSE, AND J-T GRADE

USER: Classified

FIELD DESCRIPTION: 3 Characters Alphanumeric

FILE: Pay Plan Table

DEFINITION: A field on the Pay Plan Table (or on Salary Table for grades before conversion to the open range).

02/26/02		S T A T E O F C O L O R A D O				GFMQPZN2
		EMPL - A-EPS PAY PLAN INQUIRY				

GRADE	EFF DATE	TYPE	MIN SAL	MAX SAL	JOB RATE	5 YEAR VAL	TRAD MAX
A10	1998-07-01	S	1754.000	2544.000	2386.000	2344.000	2461.000

A-EPS TO J-T MONTHLY SALARY

TERM: A-EPS, B-FS, C-HCS, D-LTC, E-MED, F-SES, G-ASR, H-PS, I-PSE, AND J-T MONTHLY SALARY

USER: Classified

FIELD DESCRIPTION: 7.3 Characters Numeric

FILE: Pay Plan Table

DEFINITION: The monthly salaries on the Pay Plan Table (or on Salary Table for salaries prior to conversion to the open range). Effective July 1, 2001, Job Rate and Traditional Max are no longer used.

```
 02/26/02              S T A T E   O F   C O L O R A D O          GFMQPZN2
                          EMPL - A-EPS PAY PLAN INQUIRY

 GRADE    EFF DATE    TYPE   MIN SAL    MAX SAL    JOB RATE  5 YEAR VAL  TRAD MAX

  A10    1998-07-01    S     1754.000   2544.000   2386.000   2344.000   2461.000
  A10    1999-07-01    S     1798.000   2608.000   2446.000   2403.000   2523.000
  A10    2000-07-01    S     1879.000   2725.000   2556.000   2511.000   2637.000
  A10    2001-07-01    S     1986.000   2787.000              2654.000
```

A-EPS TO J-T PAY PLAN TABLE

TERM:	A-EPS, B-FS, C-HCS, D-LTC, E-MED, F-SES, G-ASR, H-PS, I-PSE, AND J-T PAY PLAN TABLE
USER:	Classified
FIELD DESCRIPTION:	Table
FILE:	Pay Plan Table
DEFINITION:	Table of pay ranges for classes for the occupational group. This table may be viewed by selecting "L Tables" from the primary menu selection, then selecting CB Pay Plan Tables, and then the table for the occupational group you would like to view. You must then indicate the range of pay ranges you would like to view, for example A00 to A99. Please keep in mind that the system only displays five screens per request.

```
02/26/02              S T A T E   O F   C O L O R A D O          GFMQPZN2
                      EMPL - A-EPS PAY PLAN INQUIRY

GRADE    EFF DATE    TYPE     MIN SAL     MAX SAL     JOB RATE   5 YEAR VAL    TRAD MAX

 A10     1998-07-01   S       1754.000    2544.000    2386.000   2344.000    2461.000
 A10     1999-07-01   S       1798.000    2608.000    2446.000   2403.000    2523.000
 A10     2000-07-01   S       1879.000    2725.000    2556.000   2511.000    2637.000
 A10     2001-07-01   S       1986.000    2787.000               2654.000
 A11     1999-07-01   S       1848.000    2680.000    2514.000   2469.000    2592.000
 A11     2000-07-01   S       1931.000    2801.000    2627.000   2580.000    2709.000
 A11     2001-07-01   S       2041.000    2863.000               2727.000
 A12     1998-07-01   S       1842.000    2672.000    2506.000   2461.000    2584.000
 A12     1999-07-01   S       1888.000    2739.000    2569.000   2523.000    2649.000
 A12     2000-07-01   S       1973.000    2862.000    2685.000   2637.000    2768.000
 A12     2001-07-01   S       2085.000    2926.000               2787.000
 A13     1998-07-01   S       1893.000    2745.000    2575.000   2529.000    2655.000
 A13     1999-07-01   S       1940.000    2814.000    2639.000   2592.000    2721.000
 A13     2000-07-01   S       2027.000    2941.000    2758.000   2709.000    2843.000
 A13     2001-07-01   S       2143.000    3005.000               2863.000
                                                                           MORE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            MENU  EXIT                          BKWD               PREV
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A-EPS TO J-T SALARY TABLE

TERM: A-EPS, B-FS, C-HCS, D-LTC, E-MED, F-SES, G-ASR, H-PS, I-PSE, AND J-T SALARY TABLE

USER: Classified

FIELD DESCRIPTION: Table

FILE: Salary Table

DEFINITION: Table of Salaries prior to conversion to the open range. You may view this table by selecting L TABLES from the main menu selection, then choosing CK SALARY TABLES from the TABLE – INQUIRY SELECTION, and choose the table for the occupational group you would like to view.

```
                INQUIRY - A-EPS SALARY TABLE
     A-EPS      A-EPS        A-EPS          A-EPS
     GRADE      STEP    MONTHLY SALARY   HOURLY SALARY

      060        1         1408.000          8.123
      060        2         1478.000          8.527
      060        3         1552.000          8.954
      060        4         1630.000          9.404
      060        5         1712.000          9.877
      060        6         1798.000         10.373
      060        7         1888.000         10.892
      060        8         7288.000         42.046
```

A-EPS TO J-T STEP

TERM: A-EPS, B-FS, C-HCS, D-LTC, E-MED, F-SES, G-ASR, H-PS, I-PSE, AND J-T STEP

USER: Classified

FIELD DESCRIPTION: 2 Characters Numeric

FILE: Salary Table

DEFINITION: A field on the Salary Table used prior to conversion to the open range.

```
                  INQUIRY - A-EPS SALARY TABLE
       A-EPS     A-EPS        A-EPS          A-EPS
       GRADE     STEP     MONTHLY SALARY  HOURLY SALARY

       060        1          1408.000         8.123
       060        2          1478.000         8.527
       060        3          1552.000         8.954
       060        4          1630.000         9.404
       060        5          1712.000         9.877
       060        6          1798.000        10.373
       060        7          1888.000        10.892
       060        8          7288.000        42.046
```

AGCY UNIT DESCRIPTION

TERM: AGCY UNIT DESCRIPTION

USER: Classified

FIELD DESCRIPTION: 50 Characters Alphanumeric

FILE: Department Table

DEFINITION: A field on the Department Table. The agency unit code is used on the job and pay-ret-misc screens for the purpose of sorting and distributing payroll related material. The department table may be accessed by selecting L TABLES from the main menu selection, then choosing AQ Department form the TABLE – INQUIRY SELECTION.

```
MORE ▐
                    INQUIRY - DEPARTMENT TABLE
        AGENCY  UNIT                   DESCRIPTION

        AAA 01      EXECUTIVE DIRECTORS OFFICE
        AAA 02      PERSONNEL
        AAA 03      SELECTIONS
        AAA 04      TECHNICAL & CONSULTING
        AAA 05      COMPUTER SERVICES
        AAA 06      CLASSIFICATION & COMPENSATION
        AAA 07      COLO STATE EMPLOYEES ASSISTANCE PROGRAM (CSEAP)




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AGENCY

TERM:	AGENCY
USER:	All
FIELD DESCRIPTION:	Three character, alphanumeric
FILE:	Employee, Position, Pay-Ret-Misc

DEFINITION: In state government "agency" is defined as a principal department, division, college, institution, bureau or similar unit. The agency number is assigned by the COFRS and identifies the individual agency.

CODE STRUCTURE: Some departments have one level of agency code

NAA – Department of Local Affairs

Other Departments have multiple levels of agency codes

AAA – Department of Personnel and Administration
AAC – COFRS
ACA – State Controller Office

See the Org ID table for a list of all agencies.

SPECIAL NOTES: Additions or deletions to agency number master files must be coordinated with the EMPL Help Desk of the Human Resource Services Unit.

```
MORE
                    INQUIRY - ORG ID TABLE
  AGENCY    ORG ID              DESCRIPTION

   AAA       AAA     ADMINISTRATION - EXECUTIVE DIRECTOR
   AAA       QAA     PERSONNEL
   AAB       AAA     COMMISSION ON INFORMATION MANAGEMENT (IMC)
   AAC       AAA     COFRS
   AAC       QAA     PERSONNEL COMPUTER SERVICES
   ABA       AAA     DIVISION OF STATE ARCHIVES
   ACA       69      TEST AGENCY
   ACA       AAA     DIVISION OF ACCOUNTS AND CONTROL
   ACA       GDA     COLO STUDENT LOAN
   ACB       AAA     CAPITAL FINANCE
   ADA       AAA     GENERAL GOVERNMENT COMPUTER CENTER (GGCC)
   AEA       AAA     DIVISION OF CENTRAL SERVICES
   AEB       AAA     CENTRAL COLLECTIONS
   AFA       AAA     DIVISION OF PURCHASING
   AGA       AAA     CAPITOL COMPLEX DIVISION
   AGB       AAA     CAPITOL PARKING
```

AGENCY DESCRIPTION

TERM:	AGENCY DESCRIPTION
USER:	All
FIELD DESCRIPTION:	50 Characters Alphanumeric
FILE:	Table
DEFINITION:	Description of agency on the EMPL Agency Table
EXAMPLE:	The description for AAA000000000000 is "DEPT OF PERSONNEL AND ADMINISTRATION".
	The description for PAA 000000000000 is "DEPT OF NATURAL RESOURCES".

```
MORE
                          INQUIRY - AGENCY TABLE
          ORGANIZA-                                                NC
            TIONAL                                        FUNC- CLASS
AGENCY     UNIT                  AGENCY DESCRIPTION        TION  POS1
    AAA 000000000000 DEPT OF PERSONNEL AND ADMINISTRATION    1     1
    AAA 100AAA1000    DIRECTOR'S OFFICE                      1     1
    AAA 100AAA1010    PUBLIC AFFAIRS                         1     1
    AAA 100AAA1020    ADMIN SERV                             1     1
    AAA 100AAA1030    AFFIRMATIVE ACTION                     1     1
    AAA 100AAA1031    AFFIRM-ACTION-DISABLED                 1     1
```

TERM: AGENCY ID

USER: All

FIELD DESCRIPTION: 3 Characters Alphanumeric

FILE: Agency Table

DEFINITION: A three-character code identifying different agencies. It can be found on various tables, employee record, position record, job and pay-ret-misc records.

```
                         INQUIRY - AGENCY TABLE
           ORGANIZA-                                              NC
           TIONAL                                        FUNC-  CLASS
 AGENCY     UNIT              AGENCY DESCRIPTION          TION   POS1
  AEA  601AEA0510   CENTRAL SERVICES ADMINISTRATION        1      1
  AEA  601AEA0510   TRANSITION FUND                        1      1
  AEA  601AEA0512   ADMINISTRATION MARKETING PROGRAM       1      1
  AEA  601AEA0515   TRAVEL                                 1      1
```

Agency Table

```
 02/26/02             S T A T E   O F   C O L O R A D O          GFMQADA
                      EMPL - EMPLOYEE INQUIRY - GENERAL
 SSN/SUFFIX   051-58-8994  1      NAME   TESTER JR CHESTER THE
 CLASS TITLE  ADMIN ASSISTANT II                      RECORD NUMBER    1
 ALLOT BASE   2080     APPT 1.0000     POS STS  1      RECORD COUNT    1

           EFFECTIVE DATE 2001/11/21    2001/11/01    2001/09/01    2001/07/01
      ACTION CODE/SEQ/NUM 143 Y 18888   336 G 18888   506 S 18888   120 M 18888
 AGENCY/POSITION NUMBER GHA   00037    GHA   00037    GHA   00037    GHA   00037
               CLASS G3A3XX           G3A3XX        G3A3XX        G3A3XX
 GRADE/STEP/HALF ST IND G30  0         G30  0        G30  0        G30  0
```

Employee record

```
 02/26/02             S T A T E   O F   C O L O R A D O          GFMQACA
                      EMPL - POSITION INQUIRY
           AGENCY GHA           POSITION NUMBER 00037       RECORD NUMBER   1
 CLASS TITLE ADMIN ASSISTANT II                             RECORD COUNT    1
       NAME TESTER JR CHESTER THE

 FUND PERCENT:  GENERAL 1.000   FEDERAL       CASH        OTHER
 CPP ENTRY           PAYOUT 00    SUPERVISOR AGENCY ### POSITION
             CLASS G3A3XX        G3A3XX        G3A3XX        G3A3XX
```

Position record.

AGENCY TABLE

TERM: AGENCY TABLE

USER: All

FIELD DESCRIPTION: Table

FILE: CMI Table

DEFINITION: A table containing all agencies and the org units within them. You may
access this table

```
MORE
                         INQUIRY - AGENCY TABLE
            ORGANIZA-                                                     NC
            TIONAL                                              FUNC- CLASS
AGENCY       UNIT                 AGENCY DESCRIPTION            TION  POS1
  AAA 000000000000 DEPT OF PERSONNEL AND ADMINISTRATION          1     1
  AAA 100AAA1000   DIRECTOR'S OFFICE                             1     1
  AAA 100AAA1010   PUBLIC AFFAIRS                                1     1
  AAA 100AAA1020   ADMIN SERV                                    1     1
  AAA 100AAA1030   AFFIRMATIVE ACTION                            1     1
  AAA 100AAA1031   AFFIRM-ACTION-DISABLED                        1     1
  AAA 100AAA1040   APPEALS                                       1     1
  AAA 100AAA1050   PERSONNEL                                     1     1
  AAA 100AAA1200   CLASSIFICATION                                1     1
  AAA 100AAA1300   PMR                                           1     1
  AAA 100AAA1400   SELECTION                                     1     1
  AAA 100AAA1500   COMPUTER SERVICES                             3     1
  AAA 100AAA2000   ADMINISTRATIVE SERVICES                       1     1
  AAA 100AAA2100   CSEAP                                         1     1
  AAA 1020000      FINANCE AND BUDGET                            1     1
  AAA 1150000      PERSONNEL OFFICE                              1     1
  AAA 1302000      TRAINING SCP                                  1     1
  AAA 1303000      TRAINING TQM                                  1     1
  AAA 1310000      TRAINING PROF DEVELOPMENT                     1     1
                                    CAPS NUM        13:46:56 IBM-3278-2
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AGENCY UNIT

TERM:	AGENCY UNIT
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Eight characters, alphanumeric
FILE:	Job
DEFINITION:	The agency where the employee works and the office section or unit (locator code) where the employee is assigned.
CODE STRUCTURE:	The first 3 characters identify the agency. The last 2 characters represent the individual work unit. Valid unit entries are established by the agency and entered into EMPL Department Table by the EMPL Help Desk.
TERM IN CPPS:	Job Agency/Admin Unit

AGENCY UNIT

TERM: AGENCY UNIT

USER: All

FIELD DESCRIPTION: 8 Characters Alphanumeric

FILE: CMI Table

DEFINITION: A field on the Department Table. The agency unit is used for sorting and distribution of payroll material.

CODE STRUCTURE: The first 3 characters are the agency code, the next five are the unit code.

EXAMPLE:

```
MORE
                        INQUIRY - DEPARTMENT TABLE
        AGENCY   UNIT                    DESCRIPTION

        AQB 06        HRS CLASSIFICATION/COMPENSATION
        AQB 07        HRS C-SEAP
        AQB 08        HRS RISK MANAGEMENT
        AQB 09        HRS BENEFITS
        AQC           COLORADO STATE EMPLOYEES ASSISTANCE PROGRAM
        AQC 07        C-SEAP
        AQD           TRAINING SERVICES
        AQD 00004     TRAINING SERVICES
```

ALLOTMENT BASE

TERM:	ALLOTMENT BASE
USER:	All
FIELD DESCRIPTION:	Four characters, numeric
FILE:	Position
DEFINITION:	The total number of hours, per fiscal year, that the position is regularly scheduled for work.
CODE STRUCTURE:	See Position Status table for position allotment base limits.
EXAMPLE:	A full time work schedule is equal to 2080 hours per year.

A position scheduled for work 146 days (eight hours per day) has an allotment base of 1168 hours. (8 hrs x 146 days = 1168 hours)

A half-time position scheduled for work four hours per day for each eight hour day has an allotment base of 1040 hours. (4hrs/8 hrs = 50%. 50% of 2080 = 1040)

ALLOTMENT CONDITION CODE

TERM:	ALLOTMENT CONDITION CODE
USER:	All
FIELD DESCRIPTION:	1 Characters Alphanumeric
FILE:	Position Status Table
DEFINITION:	A field on the position status table denoting whether the allotment should be equal or less than the allotment base.
CODE STRUCTURE:	E = Equals L = Less than
EXAMPLE:	The allotment condition code for position status 1 is "E", which means the allotment base for the position should be equal to 2080.
	The allotment condition code for position status 32 is "L"; therefore, the allotment base for the position should be less than 2080.

```
MORE
                    INQUIRY - POSITION STATUS TABLE
  POSITION ALLOTMENT ALLOT  APPT   APPT      POSITION   STATUS   DESCRIPTION
  STATUS     BASE    COND          COND
                     CODE          CODE

      1      2080     E    1.0000   E    CLASSIFIED REGULAR, FULL-TIME
      3      1907     L    0.9180   L    CLASSIFIED SEASONAL, FULL SCHEDULE
      5      1041     L    0.5010   L    CLASSIFIED SUBSTITUTE, FULL SCHEDULE
      7      1041     L    0.5010   L    CLASSIFIED TEMPORARY, FULL SCHEDULE
     12      2080     L    1.0000   L    CLASSIFIED REGULAR PART-TIME, EXEMPT
     14      1906     L    0.9160   L    CLASSIFIED SEASONAL PART-TIME, EXEMPT
     16      1040     L    0.5000   L    CLASSIFIED SUBSTITUTE PART-TIME, EXEMPT
     18      1040     L    0.5000   L    CLASSIFIED TEMPORARY PART-TIME, EXEMPT
     22      2080     L    1.0000   L    CLASSIFIED REGULAR PART-TIME, NON EXEMPT
                                         , FIXED SCHEDULE
     24      1906     L    0.9160   L    CLASSIFIED SEASONAL PART-TIME, NON EXEMP
                                         T, FIXED SCHEDULE
     26      1040     L    0.5000   L    CLASSIFIED SUBSTITUTE PART-TIME, NON EXE
                                         MPT, FIXED SCHEDULE
     32      2080     L    1.0000   L    CLASSIFIED REGULAR PART-TIME, NON EXEMPT
                                         HOURLY SALARY
```

ANNIVERSARY DATE

TERM:	ANNIVERSARY DATE
USER:	Classified, Judicial
FIELD DESCRIPTION:	Six characters, numeric
FILE:	Employee

DEFINITION: The month and year in which an employee will be eligible for his next increase in salary unless he has reached the maximum pay for his position classification. In this event the anniversary date will be the date of his advancement to the maximum step.

CODE STRUCTURE: YYYYMM = "Y" is the year,
"M" is the month.

All characters must be filled. Use leading zeros where necessary.

EXAMPLE: Employee A was hired April 1, 1974. According to the applicable Personnel Rules, employee A's first anniversary date or a merit or step increase was "1975 04".

Employee B was hired April 13, 1974. According to the applicable Personnel Rules employee B's first anniversary date for step increase was "1975 05".

SPECIAL NOTES: EMPL will advance each employee's pay by 5% upon reaching the anniversary date unless the agency personnel technician enters and action code 110 to withold anniversary increase. The anniversary date of each employee will also be automatically adjusted to the next appropriate date. When the employee's pay is advanced due to an anniversary, the employee's agency will be notified via regular report channels.

TERM IN CPPS: Next Review Date

ANNUALIZED SALARY

TERM:	ANNUALIZED SALARY
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Seven characters, numeric
FILE:	Pay-Ret-Misc
DEFINITION:	The employee's annual base rate of pay based on current active positions (jobs).
CODE STRUCTURE:	Yearly salary – no decimals are used.
SPECIAL NOTES:	This data element is not edited and its use is optional.
TERM IN CPPS:	Annualized salary

APARTMENT/UNIT

TERM:	APARTMENT/UNIT
USER:	All
FIELD DESCRIPTION:	Five characters, alphanumeric
FILE:	Demographic
DEFINITION:	The employee's apartment number or unit number at place of residence as applicable.
CODE STRUCTURE:	Begin entry at the first character of the data element; if this data element is not used continue to next data element.
EXAMPLE:	An employee's address is 1414 Genoa Drive, Apartment D240, Durango, CO 82195. In this case the entry would be "D240".
	An employee lived in a planned area or an area that has clustered homes. The address is 332 Florida, unit 14, Denver, CO 80210. In this case the entry would be "14".
TERM IN CPPS:	Current Address – Street

TERM:	AREA AVAILABLE
USER:	All
FIELD DESCRIPTION:	4 Characters Alphanumeric
FILE:	Position
DEFINITION:	Identifies areas in which potential employees live
CODE STRUCTURE:	Valid codes are established and maintained by the Department of Personnel and Administration. See Area Name Table for a list of all areas and their codes.

```
 03/01/02              S T A T E   O F   C O L O R A D O          GFMQACB
                            EMPL - POSITION INQUIRY
      AGENCY AAA              POSITION NUMBER  2397          RECORD NUMBER   1
 CLASS TITLE ADMIN ASSISTANT II                             RECORD COUNT    1
      NAME

                             B U S I N E S S

    STREET 1313 SHERMAN STREET                 PO BOX
  ROOM/BOX 319                      BLDG NAME/NUMBER
      CITY DENVER                              STATE CO
       ZIP 80203                               PHONE 303 866 2397 0000

 AREA AVAILABLE 001   005   013   031   035   059
```

EXAMPLE:	Area 001 is Adams County, area 005 is Arapahoe County.

```
MORE ■
                   INQUIRY - AREA NAME TABLE
            AREA              AREA  NAME            AREA ABBREV

            001        ADAMS  COUNTY                  ADAMS
            003        ALAMOSA COUNTY                 ALAMO
            005        ARAPAHOE COUNTY                ARAPA
            007        ARCHULETA COUNTY               ARCHU
            009        BACA COUNTY                    BACA
            011        BENT COUNTY                    BENT
            013        BOULDER  COUNTY                BOULD
```

BADGE ID

TERM:	BADGE ID
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Six characters, alphanumeric
FILE:	Pay-Ret-Misc
DEFINITION:	The badge number or identifier assigned to an employee.
CODE STRUCTURE:	Valid codes are established and maintained by the individual Agency or Institution.
SPECIAL NOTES:	This data element is not edited and its use is optional.
TERM IN CPPS:	Badge ID

BASE PERCENT ADJUSTMENT

TERM:	BASE PERCENT ADJUSTMENT
USER:	All
FIELD DESCRIPTION:	4 Characters Numeric
FILE:	Employee
DEFINITION:	Percentage adjustment to the base salary.
CODE STRUCTURE:	A field on the Employee Record. Calculates the percent adjustment between the new and old salary.
EXAMPLE:	The following employee received a salary survey increase effective July 1, 2001. The Base Percent Adjustment for this increase is +4.22%.

```
 03/01/02                 S T A T E   O F   C O L O R A D O           GFMQADA
                         EMPL - EMPLOYEE INQUIRY - GENERAL
  SSN/SUFFIX  051-58-8994   1      NAME   TESTER JR CHESTER THE
 CLASS TITLE  ADMIN ASSISTANT II                        RECORD NUMBER     1
  ALLOT BASE  2080     APPT 1.0000    POS STS  1         RECORD COUNT      1

          EFFECTIVE DATE 2001/11/21     2001/11/01     2001/09/01     2001/07/01
     ACTION CODE/SEQ/NUM 143 Y 18888   336 G 18888   506 S 18888   120 M 18888
 AGENCY/POSITION NUMBER GHA   00037    GHA   00037    GHA   00037    GHA   00037
                  CLASS G3A3XX         G3A3XX         G3A3XX         G3A3XX
 GRADE/STEP/HALF ST IND G30  0         G30  0         G30  0         G30  0
                 SALARY      1876.000       1876.000       1876.000       1876.000
   ANNIV DATE/CPP MONTH 2001/12        2001/12        2001/10        2001/10
 STEP6 MOS/SAVED PAY DT 00             00             00             00
       BASE ADJ DOLLARS        +0.00          +0.00          +0.00         +76.00
       BASE ADJ PERCENT        +0.00          +0.00          +0.00          +4.22
    NON BASE ADJ DOLLARS     +300.00          +0.00          +0.00          +0.00
    NON BASE ADJ PERCENT       +1.33          +0.00          +0.00          +0.00
     NON MONETARY AWARD
    OP ID/HISTORY NUMBER G13T     01    G13T     02    G13T     03    G13T     04
             ENTRY DATE 2001/12/11     2001/11/30     2001/11/30     2001/11/30
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          MENU   EXIT                                  MISC  PREV  RATE  HIST
                                          NUM              13:57:08 IBM-3278-2
```

| Clear | Erase EOF | New Line | PA1 | PA2 | PA3 |

BEGIN DATE

TERM:	BEGIN DATE
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Eight characters, numeric
FILE:	Job
DEFINITION:	The date that a particular job number or assignment becomes effective.

CODE STRUCTURE: YYYYMMDD =   "Y" is year
"M" is month, and
"D" is day.

All characters must be filled. Use leading zeros where necessary.

SPECIAL NOTES: Each job number or assignment contains a begin date that tells the system when to use a job number record. Due to this design the begin date can be any valid date, past, present, or future.

TERM IN CPPS: Begin Date Job

BENEFIT BASE SALARY

TERM:	BENEFIT BASE SALARY
USER:	Classified, Judicial, Non-Classified
FIELD DESCRIPTION:	Seven characters, numeric
FILE:	Pay-Ret-Misc
DEFINITION:	The employee's annual base rate of pay based on current active positions (jobs).
CODE STRUCTURE:	No decimals are used.
SPECIAL NOTES:	This data element is not edited and its use is optional. For Classified employees this field is automatically calculated and entered on the Turnaround PAF. Filling this field will prevent the system from calculating it.
TERM IN CPPS:	Benefits Base Salary

TERM:	BIRTH DATE
USER:	All
FIELD DESCRIPTION:	Eight characters, numeric
FILE:	Demographic
DEFINITION:	The applicant or employee's date of birth

CODE STRUCTURE: YYYYMMDD =   "Y" is year,
                                                        "M" is month, and
                                                        "D" is day.

All characters must be filled. Use leading zeros where necessary.

EXAMPLE: An employee has a birth date of December 8, 1946. In this case the entry would be " 1946 12 08".

SPECIAL NOTES: The applicant or employee's birth date must meet the age limitation of a minimum of 14 years of age.

TERM IN CPPS: Date of Birth

BLDG NAME/NUMBER

TERM:	BLDG NAME/NUMBER
USER:	All
FIELD DESCRIPTION:	Ten characters, alphanumeric
FILE:	Demographic
DEFINITION:	The employee's building name and/or number at place of residence as applicable.
CODE STRUCTURE:	This data element may be used for building name, building number, or both. If both are used the building name should appear first, the building number should appear second. Building name may be abbreviated to fit the length of the data element. It is necessary to separate the building name and number with a space when both are used. No special characters are permitted.
EXAMPLE:	Beverly Manor would be entered as "Beverly Mnr". If only a number is applicable an entry would be: "1402"
SPECIAL NOTES:	This data element should not be confused with apartment number. The building name/number is a separate and distinctive data element.
TERM IN CPPS:	Current Address – Street

TERM:	BUSINESS BLDG NAME/NUMBER
USER:	All
FIELD DESCRIPTION:	Ten characters, alphanumeric
FILE:	Position
DEFINITION:	The name and/or number of the building where the employee is to conduct the majority of assigned duties.
CODE STRUCTURE:	Begin entry at the first character of the data element; if this data element is not used continue to next data element.
	This data element may be used for building name, building number, or both. If both are used the building name should appear first, the building number should appear second. Building name may be abbreviated to fit the length of the data element. It is necessary to separate the building name and number with a space when both are used. No special characters are permitted.
EXAMPLE:	Plaza 113 would be entered as: "Plaza 113".
SPECIAL NOTES:	If the employee maintains office space at mort than one place of work, use the building name and number where the employee spends the majority of his/her time.
	If the business address information is entered on the Agency Table under Organizational Unit, the system can be used to create the business address on position records.
	When creating position or updating the business address, to have the system put business address I for you, leave the first position of Business Street and the first position of Business PO Box blank.

BUSINESS CITY

TERM:	BUSINESS CITY
USER:	All
FIELD DESCRIPTION:	Twenty-eight characters, alphanumeric
FILE:	Position
DEFINITION:	The name of the city where the employee's work area is located, or the city to which the employee's work related correspondence is mailed.
CODE STRUCTURE:	Begin entry at the first character of the data element. Leave blanks between city names where spaces occur naturally. No special characters are permitted.
EXAMPLE:	Colorado Springs
SPECIAL NOTES:	See the Colorado Cities Table for correct spelling and valid Colorado cities.

If the business address information is entered on the Agency Table under Organizational Unit, the system can be used to create the business the business address on position record.

When creating position or updating the business address, to have the system put business address in for you, leave the first position of Business Street and the first position of Business PO Box blank.

BUSINESS PHONE

TERM:	BUSINESS PHONE
USER:	All
FIELD DESCRIPTION:	Fourteen characters, numeric
FILE:	Position
DEFINITION:	The area code, phone number and extension at place of work, or the number of the main office through which the employee in the position can be reached.
CODE STRUCTURE:	Do not use dashes or parentheses.
EXAMPLE:	A position's area code and phone number is (303) 866-1121. The position's extension is 222. In this case, "303" would be entered in the area that is labeled AREA for area code, "866" and "1121" are entered in the area labeled NUM for number, and "0222" is entered in the area labeled EXT for extension.
SPECIAL NOTES:	
TERM IN CPPS:	Work Phone

BUSINESS PO BOX

TERM:	BUSINESS PO BOX
USER:	All
FIELD DESCRIPTION:	Six characters, alphanumeric
FILE:	Position
DEFINITION:	The Federal post office box number that is used to mail information to the person assigned to the position.
CODE STRUCTURE:	Begin entry at the first character of the data element, of this data element is no used continue to next date element. No special characters are permitted.
EXAMPLE:	
SPECIAL NOTES:	Campus box numbers or interoffice box numbers are to be entered into the Business Room/Box data element. Users must enter business street and/or business P.O> Box.
	If the business address information is entered on the Agency Table under Organizational Unit, the system can be used to create the business address on position records.
	When creating position or updating the Business address in for you, leave the first position of Business Street and the first position of Business PO Box blank.

BUSINESS ROOM/BOX

TERM:	BUSINESS ROOM/BOX
USER:	All
FIELD DESCRIPTION:	Five characters, alphanumeric
FILE:	Position
DEFINITION:	The office suite, room number, or interoffice mail box number assigned to the position.
CODE STRUCTURE:	Begin entry at the first character of the data element; if this data element is not used continue to next data element. No special characters are permitted.
EXAMPLE:	
SPECIAL NOTES:	If the business address information is entered on the Agency Table under Organizational Unit, the system can be used to create the business address on position records.
	When creating position or updating the business address, to have the system put business address in for you, leave the first position of Business Street and the first position of Business PO Box blank.

BUSINESS STATE

TERM:	BUSINESS STATE
USER:	All
FIELD DESCRIPTION:	Two characters alphanumeric
FILE:	Position
DEFINITION:	The state where the position is located.
CODE STRUCTURE:	See the State Table for all possible combinations.
	Must conform to state abbreviation used by U.S. Postal Service.
EXAMPLE:	
SPECIAL NOTES:	If the business address information is entered on the Agency Table under Organizational Unit, the system can be used to create the business address on position records.
	When creating position or updating the business address, to have the system put business address in for you, leave the first position of Business Street and the first position of Business PO Box blank.

BUSINESS STREET

TERM:	BUSINESS STREET
USER:	All
FIELD DESCRIPTION:	Twenty-five characters, alphanumeric
FILE:	Position
DEFINITION:	The street address where the position is located. (does not include city, state, or zip code.)
CODE STRUCTURE:	Use postal address information. Separate address numbers and street names with space3s where applicable. Business street may be abbreviated to fit the length of the data element. No special characters are permitted.
	Users must enter business street and/or business P.O Box.
EXAMPLE:	An address of 13560 West 20th Street would have the following entry:" 13560 West 20th street".
SPECIAL NOTES:	If the business address information is entered on the Agency Table under Organizational Unit, the system can be used to create the business address on position records.
	When creating position or updating the business address, to have the system put business address in for you, leave the first position of Business Street and the first position of Business PO Box blank.

BUSINESS ZIP

TERM: BUSINESS ZIP

USER: All

FIELD DESCRIPTION: Thirteen characters, numeric

FILE: Position

DEFINITION: The zip code where the position is located.

CODE STRUCTURE: Begin entry at first character of the data element (do enter dashes)

SPECIAL NOTES: The data element length of 13 characters is in anticipation of the U.S. Post Office extended zip codes. Use extended zip codes when provided.

                                   If the business address information is entered on the Agency Table under Organizational Unit, the system can be used to create the business address on position records.

                                   When creating position or updating the business address, to have the system put business address in for you, leave the first position of Business Street and the first position of Business PO Box blank.

CASH FUND PERCENT

TERM:	CASH FUND PERCENT
USER:	All
FIELD DESCRIPTION:	Five characters, numeric (4 categories)
FILE:	Position
DEFINITION:	The source of funds, by percentage, through which the employee assigned to a position is paid. The funding source for each position can be split within four general categories as found in the Code structure below.
CODE STRUCTURE:	The Fund Percent data element consists of four categories of four numeric characters. The four categories are: General Fund, Cash Fund, Federal Fund and Other Fund. Within each category, a decimal is located after the first character. The total fund percent must always equal 1.000. All characters within a used category must be filled with numbers or zeros. When a category is not used, it must remain blank.
EXAMPLE:	A position is funded from three sources; 50% from General Funds; 30% from Cash Funds, and 20% from Federal Funds. In this case, the Personnel Update Form contains decimal points and is entered "0.500/0.300/0.200/". The entry is the same on the computer screen, enter all numbers and, in this case, leave the last category blank.
SPECIAL NOTES:	Other Funds defines sources that are not appropriated in the Long Bill. For example: An Enterprise Fund might not be appropriated in the Long Bill but may be a source of funds for the position. Since Higher Education Institutions are no longer able to report the required fund splits, (by position) the EMPL has been modified to recognized the data in higher Education Institution records as follows: data entered into the "general fund" category will be read as "appropriated funds" and data entered into the "other funds" category will be read as "non-appropriated" funds. Accordingly higher Education Institutions must enter "appropriated" fund percents in the first category – general funds and "non-appropriated" fund percents in the last category – other funds. Federal fund and cash fund percents should be left blank.

CHANGE DATE

TERM:	CHANGE DATE
USER:	All
FIELD DESCRIPTION:	Eight characters, numeric
FILE:	Demographics
DEFINITION:	The effective date that an employee's social security number was changed
CODE STRUCTURE:	YYYYMMDD = "Y" is year, "M" is month, and "D" is the day.
SPECIAL NOTES:	This data element is system generated and cannot be changed by agency users. The definition of the data element is shown here for information purposes only.

CITIZENSHIP

TERM:	CITIZENSHIP
USER:	All
FIELD DESCRIPTION:	Two characters, alphanumeric
FILE:	Demographics
DEFINITION:	The country where the employee claims citizenship.
CODE STRUCTURE:	See the Citizenship Table for all possible combinations.
	Only valid abbreviations for countries are allowed as shown in the table.
EXAMPLE:	An employee claims citizenship from Mexico. In this case the entry would be "MX".
TERM IN CPPS:	Country

CITY

TERM:	CITY
USER:	All
FIELD DESCRIPTION:	Twenty character, alphanumeric
FILE:	Demographic
DEFINITION:	The name of the city used in the employee's home mailing address.
CODE STRUCTURE:	Begin entry at first character of the data element. Leave blanks between city names where spaces occur naturally. No special characters are permitted.
	See Colorado Cities Table for correct spelling and valid Colorado citied.
EXAMPLE:	An employee lives in an unincorporated area between the cities of Golden and Arvada. His mail is routed through the city of Golden. In this Case the entry would be: "Golden"
TERM IN CPPS:	Current Address-City

CITY CODE

TERM:	CITY CODE
USER:	All
FIELD DESCRIPTION:	Three characters, numeric
FILE:	Position
DEFINITION:	A code that identifies the city location of a position. The code is unique for each city in the state. If a position's office or work is not located in a city, then the city closest to the work area is used.
CODE STRUCTURE:	See City Code Table for all possible combinations.
EXAMPLE:	A position is located at the state hospital in Pueblo. In this case the entry would be "766".
	Another position is located at the Highways Section Office between the mountain towns of Fraser and Tabernash. Mail for this office is directed to a Fraser P.O. Box. In this case the entry would be "366".
SPECIAL NOTES:	There are several cities like Denver that, because of their size, are divided into several separately coded areas.
TERM IN CPPS:	City Code

CLASS

TERM:	CLASS
USER:	All
FIELD DESCRIPTION:	Six characters, alphanumeric
FILE:	Employee, Position, Class, Job

DEFINITION: All positions within the Personnel System are assigned specific duties, responsibilities, titles, and compensation rates. The class identifies the job group to which each position is assigned. The class for position with identical duties will be the same.

CODE STRUCTURE: The first character identifies the personnel system that the class is associated with:

> Classified:
> > Must start with A – J.
>
> Judicial:
> > Must start with R.
>
> Non-classified:
> > Must all be numeric.

The middle four characters identify the actual class. The last character identifies the class option.

EXAMPLE: The class for Underwater Basket Weaver III might be C1A3XX. The first character shows that the class is maintained within the classified system. The middle four characters identify the actual class. The last character, since it is filled with a character greater than "A", shows that the class has multiple options.

SPECIAL NOTES: Master listing of all classified codes are established and maintained by the Department of Personnel. The master listing of all classes for Judicial positions is established and maintained by the Judicial Department in coordination with the Department of Personnel.

TERM IN CPPS: Job Class

CLASS CHANGE DATE

TERM:	CLASS CHANGE DATE
USER:	All
FIELD DESCRIPTION:	Eight characters, numeric
FILE:	Employee
DEFINITION:	The date of the most recent classification change that effected the employee's history record.
CODE STRUCTURE:	YYYYMMDD = "Y" is year, "M" is month, and "D" is day.
EXAMPLE:	The employee's history record might have a class change date which reads "1980 08 01". In this case, the record shows the last time this employee's class was changed was August 1, 1980.
SPECIAL NOTES:	This data element is system generated and cannot be changed by agency users. The definition of the data element is shown here for informational purposes only.

CLASS STATE

TERM:	CLASS STATE
USER:	All
FIELD DESCRIPTION:	One character, numeric
FILE:	Class
DEFINITION:	The class state indicates: if the class is currently active and usable or if the class is abolished.
CODE STRUCTURE:	Valid entries are:

                                0 (zero)   = Abolished
                                4   = Active

EXAMPLE:	Class code A1B2XX was an active class and is abolished. The system automatically changes the class state from "4" to "0".
SPECIAL NOTES:	This data element is system generated and cannot be changed by agency users. The definition of the data element is shown here for informational purposes only.

The class state is changed only when the classification master files are updated to reflect new or abolished classes. All updates are submitted by the Classification Division of the Department of Personnel or Merit System.

CLASS TITLE

TERM: CLASS TITLE

USER: All

FIELD DESCRIPTION: Twenty-five character, alphanumeric

FILE: Class

DEFINITION: The name, or title, assigned to a class (see class definition).

CODE STRUCTURE: Class A1B3XX is assigned the title of Underwater Basket Weaver III. In this case due to character length, the system would carry the abbreviated title of Undrwtr Basket Weaver III.

EXAMPLE:

SPECIAL NOTES: This data element is maintained by the Department of Personnel only.

COFRS ORGANIZATION

TERM:	COFRS ORGANIZATION
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Four characters, alphanumeric
FILE:	Pay-Ret-Misc
DEFINITION:	Cost center/unit responsible for a budget.
CODE STRUCTURE:	Valid codes are established and maintained by the individual Agency or Institution.
SPECIAL NOTES:	This data element is not edited and its use is optional.
TERM IN CPPS:	COFRS Organization

DEPT

TERM:	DEPT
USER:	All
FIELD DESCRIPTION:	Two characters, alphanumeric
FILE:	Class
DEFINITION:	The first 2 characters of the Agency number that is the only authorized user of a class.
EXAMPLE:	The Highway Maintenance Worker A class is used only by the Department of Transportation. Within the class record the use code is equal to N and the Dept is filled with "HA".
SPECIAL NOTES:	This data element is maintained by the Department of personnel and is defined here for informational purposes only.
TERM IN CPPS:	

DISABILITY

TERM:	DISABILITY
USER:	All
FIELD DESCRIPTION:	One character, numeric
FILE:	Demographic
DEFINITION:	The physical or mental disability of an employee.
CODE STRUCTURE:	See Disability Table for all possible combinations.
EXAMPLE:	Valid entries are:

0 = No handicap
1 = Ambulatory
2 = Manual
3 = Hearing
4 = Speech
5 = Sight (Vision)
6 = Mental
7 = Developmental
8 = Other physiological
9 = Handicap unknown

SPECIAL NOTES: An employee is an arm amputee. In this case the entry would be "2".

Another employee is deaf. In this case the entry would be "3".

TERM IN CPPS: Disability

DISTRIBUTION SORT

TERM:	DISTRIBUTION SORT
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Eight characters, alphanumeric
FILE:	Pay-Ret-Misc
DEFINITION:	A code that tells the system the sorting order the agency has chosen for employee checks and/or advices.
CODE STRUCTURE:	The first 3 characters identify the agency. See the Department Table for all possible combinations. The last 5 characters represent the individual work unit (locator code).
TERM IN CPPS:	Mail Stop

EARLY RETIREMENT DATE

TERM: EARLY RETIREMENT DATE

USER: Classified, Judicial, Non-classified

FIELD DESCRIPTION: Six characters, numeric

FILE: Pay-Ret-Misc

DEFINITION: The date that the employee is eligible for early retirement.

CODE STRUCTURE: YYYYMMDD =   "Y" is year,
                                                                              "M" is month, and
                                                                              "D" is day.

                                              All characters must be filled. Used leading zeros where necessary.

SPECIAL NOTES: This is an optional data element.

EARNINGS

TERM:	EARNINGS
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Three characters, alphanumeric
FILE:	Job
DEFINITION:	A code identifying the type of salary payment made to the employee.
CODE STRUCTURE:	See Earnings Table for all possible combinations.
EXAMPLE:	Each earnings type is related to a designated account, i.e., earnings type "SH2" means that the employee is paid out of the 2nd Shift Differential.
SPECIAL NOTES:	The earnings data element is part of each account line within the job number or assignment.
TERM IN CPPS:	Earnings Type

EDUCATION LEVEL

TERM:	EDUCATION LEVEL
USER:	All
FIELD DESCRIPTION:	Four characters, numeric
FILE:	Demographic
DEFINITION:	A designation indication the extent of the employee's education.
CODE STRUCTURE:	The first character shows the general level of education. If the employee has not completed high school the operator enters zeros in the first and second positions and the highest grade completed is entered in the last 2 positions. Otherwise, the last three characters are the accredited hours earned beyond the highest degree received (these should be recorded in semester hours).

The first characters:

> 0 = Less than high school
> 1 = High school graduate
> 2 = Vocational or trade school
> 3 = Associate of two year college
> 4 = Bachelors
> 5 = Masters
> 6 = Advanced Certification, special degree
> 7 = Professional
> 8 = Doctorate

EXAMPLE:	Employee A did not graduated from high school but did complete grade 10. In this case the entry would be "0010".
	Employee B graduated from college with a Bachelors degree and has 24 semester hours toward a Masters. In this case the entry would be "4024".
SPECIAL NOTES:	This is an optional data element.
TERM IN CPPS:	Educational Level

EEO4 JOB SOC

TERM:	EEO4 JOB SOC
USER:	All
FIELD DESCRIPTION:	Four characters, numeric
FILE:	Class
DEFINITION:	A description that places all classes into skill level categories. The levels and definitions are established by Federal EEO4 requirements.
CODE STRUCTURE:	Position 1 is the EEO4 code.

Valid entries are:

> 1 = Officials and Managers
> 2 = Professional
> 3 = Technicians
> 4 = Protective Services
> 5 = Paraprofessional
> 6 = Office and Clerical
> 7 = Skilled Craft Workers
> 8 = Service/Maintenance

Positions 2 through 4 represent the SOC (Standard occupation Code).

See EEO4 Job SOC Table for all possible combinations.

EXAMPLE:

SPECIAL NOTES: This data is maintained by the Department of Personnel for affirmative action reporting.

EEO6 JOB SOC

TERM:	EEO6 JOB SOC
USER:	Higher Education Institutions
FIELD DESCRIPTION:	Four characters, numeric
FILE:	Class
DEFINITION:	A description that places all classes into skill level categories. The levels and definitions are established by Federal EEO6 requirements and are intended for Higher Education institutions.
CODE STRUCTURE:	Position 1 is the EEO6 code.

Valid entries are:

> 1 = Executive Admin. Managerial
> 2 = Faculty
> 3 = Professional
> 4 = Clerical and Secretarial
> 5 = Technicians/Paraprofessional
> 6 = Crafts and Trades
> 7 = Service/Maintenance

Positions 2 through 4 represent the SOC 9Standard Occupation Code).

See EEO6 Job SOC for all possible combinations.

EXAMPLE:

SPECIAL NOTES: This data element is maintained by the Department of Personnel for affirmative action reporting.

TERM:	EFFECTIVE DATE
USER:	All
FIELD DESCRIPTION:	Eight characters, numeric
FILE:	Demographic, Employee, Position, Class, Pay-Ret-Misc
DEFINITION:	The date on which a change to any of the files is effective.

CODE STRUCTURE: YYYYMMDD =   "Y" is year,
                                                        "M" is month, and
                                                        "D" is the day.

All characters must be filled. Use leading zeros where necessary.

EXAMPLE: An employee is promoted on 6/30/84. On 7/3/84 the agency personnel technician enters the transaction into the EMPL. The promotion was effective on 6/30/84, so the agency personnel technician enters "1984 06 30" into the effective date data element.

SPECIAL NOTES: The agency personnel technician should be aware of the following conditions:

The system will not accept future* effective dates (effective date greater than the current date, these actions must be held until the effective date of the transaction is equal to the current days date).

The system will not accept any date that is prior to the last recorded action (insertions).

On the computer screen this data element is preset to the current date and does not have to be entered if the effective date is the current date as shown.

If a Personnel Update Form is used, the entry must be made.

* The exception to this standard:

        Non-classified hires and salary change.

        A future date will be accepted for current month and current month plus one month.

        Classified 400 action codes. A future date will be accepted for the current month, days 15-31. The future action cannot be entered until the 14th of the month.

TERM IN CPPS: Last Action Date

EMERGENCY CONTACT NAME

TERM: EMERGENCY CONTACT NAME

USER: All

FIELD DESCRIPTION: Twenty characters, alphanumeric

FILE: Demographic

DEFINITION: The name of the person the employee has chosen to have contacted in case of an emergency.

CODE STRUCTURE: Begin entry at the first character of the data element. Leave spaces between letters in the name where they occur naturally. Hyphens and apostrophes are permitted as valid characters.

TERM IN CPPS: Emergency Contact

EMERGENCY DOCTOR

TERM:	EMERGENCY DOCTOR
USER:	All
FIELD DESCRIPTION:	Twenty characters, alphanumeric
FILE:	Demographic
DEFINITION:	The name of the employee's personal physician.
CODE STRUCTURE:	Begin entry at the first character of the data element. Leave spaces between letters or words where they occur naturally. Hyphens and apostrophes are permitted as valid characters.
TERM IN CPPS:	Emergency Contact

EMERGENCY DOCTOR PHONE

TERM: EMERGENCY DOCTOR PHONE

USER: All

FIELD DESCRIPTION: Ten characters, numeric

FILE: Demographic

DEFINITION: The area code and phone number of the employee's personal physician.

CODE STRUCTURE: Do not use dashes or parentheses.

TERM IN CPPS: Emergency Contacts Telephone Number

EMERGENCY HOME PHONE

TERM:	EMERGENCY HOME PHONE
USER:	All
FIELD DESCRIPTION:	Fourteen characters, numeric
FILE:	Demographic
DEFINITION:	The home area code, phone number, and extension if any, of the employee's emergency contact.
CODE STRUCTURE:	Do not use dashes or parentheses
TERM IN CPPS:	Emergency Contacts Telephone Number

EMERGENCY HOSPITAL

TERM:	EMERGENCY HOSPITAL
USER:	All
FIELD DESCRIPTION:	Ten characters, alphanumeric
FILE:	Demographic
DEFINITION:	The hospital where the employee wants to be taken in case of an emergency.
CODE STRUCTURE:	Begin entry at the first character of the data element. Leave spaces between letters or words where they appear naturally. Hyphens and apostrophes are permitted as valid characters.
TERM IN CPPS:	Emergency Contact

EMERGENCY HOSPITAL PHONE

TERM: EMERGENCY HOSPITAL PHONE

USER: All

FIELD DESCRIPTION: Ten characters, numeric

FILE: Demographic

DEFINITION: The area code and phone number of the hospital where the employee wants to be taken in case of an emergency.

CODE STRUCTURE: Do not use dashes or parentheses.

TERM IN CPPS: Emergency Contacts Telephone Number

EMERGENCY WORK PHONE

TERM: EMERGENCY WORK PHONE

USER: All

FIELD DESCRIPTION: Fourteen characters, numeric

FILE: Demographic

DEFINITION: The work area code, phone number, and extension of the person the employee has chosen to have notified in case of an emergency.

CODE STRUCTURE: Do not use dashes or parentheses.

TERM IN CPPS: Emergency Contacts Telephone Number

EMPLOYEE STATE

TERM: EMPLOYEE STATE

USER: All

FIELD DESCRIPTION: One character, numeric

FILE: Employee

DEFINITION: The status of an employee's record.

CODE STRUCTURE: Valid entries are:

                                   1 = Terminated
                                   2 = On leave without pay
                                   3 = On leave with pay
                                   4 = Active
                                   5 = On Voluntary Furlough
                                   6 = On Short- Term Disability
                                   7 = On Military Leave

EXAMPLE: An employee is put on leave without pay. The employee state is changed
                                   from code 4 to code 2.

SPECIAL NOTES: This data element is computer generated and cannot be changed by
                                   agency users. The definition of the data element is shown here for
                                   informational purposes only.

EMPLOYEE STATUS

TERM: EMPLOYEE STATUS

USER: All

FIELD DESCRIPTION: One character, numeric

FILE: Employee

DEFINITION: A code which designates the rights and privileges granted to an employee.

CODE STRUCTURE: Valid entries are:

                                         0 = Non-Classified
                                         1 = Certified/regular
                                       2 = Provisional
                                       3 = Temporary
                                       4 = Probationary
                                       5 = Trial Service
                                     6 = Conditional

EXAMPLE: The initial appointment of an individual, to a classified position, from an open-competitive eligible list will re- quire the employee to be placed in a probationary status, or code "4".

SPECIAL NOTES: For definitions of the various status possibilities, please see the Rules and Regulations of the Colorado State Personnel system.

TERM IN CPPS: Employee Status

EMPLOYMENT STATUS

TERM:	EMPLOYMENT STATUS
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	One character, alphanumeric
FILE:	Pay-Ret-Misc
DEFINITION:	Part of minimum record requirement

A code which identifies the employee's current employment relationship with the organization.

CODE STRUCTURE: See Employment Status Table for all possible combinations.

Valid entries are:
B = FMLA
A = Active
F = Furlough
L = Leave without pay
O = Transfer
P = Leave with pay
S = Short term disability
T = Terminated.

SPECIAL NOTES: This data element is mandatory for payroll.

TERM IN CPPS: Employment Status

END DATE

TERM:	END DATE
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Eight characters, numeric
FILE:	Job
DEFINITION:	The date that a particular job number or assignment terminates.
CODE STRUCTURE:	YYYYMMDD = "Y" is year, "M" is month, and "D" is day.

All characters must be filled. Use leading zeros where necessary.

SPECIAL NOTES: Each job number must contain an end date that tells the system when to discontinue using the job number record.

TERM IN CPPS: End Date Job

ENTRY DATE

TERM:	ENTRY DATE
USER:	All
FIELD DESCRIPTION:	Eight characters, numeric
FILE:	Employee, Position, Class, Job, Pay-Ret-Misc
DEFINITION:	The actual date that a transaction was entered.
CODE STRUCTURE:	YYYYMMDD = "Y" is year, "M" is month, and "D" is day
EXAMPLE:	An employee was to be hired on May 1, 1987. On May 15, 1987 the technician entered the transaction. In this case the entry date would be "19870515".
SPECIAL NOTES:	This data element is system generated and cannot be changed by agency users. The definition is shown here for informational purposes only.

ETHNIC CODE

TERM: ETHNIC CODE

USER: All

FIELD DESCRIPTION: One character, numeric

FILE: Demographic

DEFINITION: The ethnic origin or racial category with which an employee is identified.

CODE STRUCTURE: See Ethnic Code Table for all possible combinations.

                                  Valid entries are:
                                  1 = Black, non Hispanic
                                  2 = American Indian or Alaskan
                                  3 = Asian or Pacific Islander
                                  4 = Hispanic
                                  5 = White, non-Hispanic

EXAMPLE: A new employee declares an ethnic origin of Hispanic. The entry would be "4".

SPECIAL NOTES: This data element is used for E EO/ Affirmative Action reporting.

TERM IN CPPS: Ethnicity

TERM: EXPIRATION DATE

USER: All

FIELD DESCRIPTION: Eight characters, numeric

FILE: Position

DEFINITION: The ending date of a temporary position

CODE STRUCTURE: YYYYMMDD =   "Y" is year,
                                             "M" is month,
                                             and "D" is day.

                         All characters must be filled. Use leading zeros where necessary.

EXAMPLE: A temporary employee begins work on 4/01/83. The temporary appointment must be completed on or before 09/30/83. In this case the expiration date entry would be "19830930".

SPECIAL NOTES: The expiration date of a temporary classified position may not be greater than six months from the start date.

                         The expiration date of a temporary merit position may not be greater than one year from the start date.

                         The expiration date may be used for any non-classified position.

FEDERAL FUND PERCENT

TERM: FEDERAL FUND PERCENT

USER: All

FIELD DESCRIPTION: Five characters, numeric (4 categories)

FILE: Position

DEFINITION: The source of funds, by percentage, through which the employee assigned to a position is paid. The funding source for each position can be split within four general categories as found in the Code Structure below.

CODE STRUCTURE: The Fund Percent data element consists of four categories of four numeric characters. The four categories are: General Fund, Cash Fund, Federal Fund and Other Fund. Within each category, a decimal is located after the first character. The total fund percent must always equal 1.000. All characters within a used category must be filled with numbers or zeros. When a category is not used, it must remain blank.

EXAMPLE: A position is funded from three sources; 50% from General Funds; 30% from Cash Funds, and 20% from Federal Funds. In this case, the Personnel Update Form contains decimal points and is entered "0.500/0.300/0.200/". The entry is the same on the computer screen, enter all numbers and, in this case, leave the last category blank.

SPECIAL NOTES: Other Funds defines sources that are not appropriated in the Long Bill. For example: An Enterprise Fund might not be appropriated in the Long Bill but may be a source of funds for the position. Since Higher Education Institutions are no longer able to report the required fund splits, (by position) the EMPL has been modified to recognize the data in Higher Education Institution records as follows: data entered into the "general fund" category will be read as "appropriated funds" and data entered into the "other funds" category will be read as "non-appropriated" funds. Accordingly Higher Education Institutions must enter "appropriated" fund percents in the first category general funds and "non-appropriated" fund percents in the last category other fund. Federal fund and cash fund percents should be left blank.

TERM:	FIRST NAME
USER:	All
FIELD DESCRIPTION:	Twenty characters, alphanumeric
FILE:	Demographic
DEFINITION:	The employee's given first name.
CODE STRUCTURE:	Begin entry at the first character of the data element Leave spaces between letters in the name where they occur naturally No special characters are permitted.
	Do Not Enter "." or ",".
EXAMPLE:	Employee's full name is John Philip Smith. In this case the entry would be "John".
	Another employee's name is J. Philip Smith. In this case the first name entry would be "J".
	Another employee's full name is John Philip Smith but he goes by his middle name of Philip. In this case the first name entry would be "John".
SPECIAL NOTES:	The first name should always appear as employee wants it to be printed on the payroll check.
	BEFORE A NAME IS CHANGED, A RECEIPT FROM SOCIAL SECURITY ADMINISTRATION OR SOCIAL SECURITY CARD SHOULD BE OBTAINED.
TERM IN CPPS:	Name

FLSA ELIGIBLE

TERM:	FLSA ELIGIBLE
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	One character, alphanumeric
FILE:	Pay-Ret-Misc
DEFINITION:	Indicates whether an employee is covered by the Fair Labor Standards Act in any of the employee's positions.
CODE STRUCTURE:	Valid entries are:

> Y = Employee covered by FLSA
> N = Employee not covered by FLSA
> 8 = Employee is eligible for the 8/80 rule

EXAMPLE:	
SPECIAL NOTES:	State employees are covered by FLSA except for elected officials and their personal staff, policy-making appointees (i.e., executive directors, personnel board), legal advisors, legislative employees, prisoners, contractors, and trainees.
TERM IN CPPS:	FLSA Eligible

FTE

TERM:	FTE
USER:	All
FIELD DESCRIPTION:	Five characters, numeric
FILE:	Position
DEFINITION:	FTE means Eul1 Time Equivalent. This is a method of recording the annual hours of work assigned to a position on a percentage basis.
CODE STRUCTURE:	
EXAMPLE:	A person in a position is scheduled to work full time, or 2080 hours, in a year. In this case the display would be "1.0000". This identifies 1 FTE.
	A person in a position is scheduled to work part-time, or 1040 hours, in a year. In this case the display would be "0.5000". This identifies 50% of a FTE.
SPECIAL NOTES:	This data element is: computer generated; shown on the Position History inquiry screen, and is used for selected reports. Non-classified users can override what is generated.
	The FTE is calculated by using the following formula FTE = S/Allotment base, where S is equal to the total scheduled work hours in a fiscal year.
TERM IN CPPS:	FTE

General Fund Percent

TERM: GENERAL FUND PERCENT

USER: All

FIELD DESCRIPTION: Five characters, numeric (4 categories)

FILE: Position

DEFINITION: The source of funds, by percentage, through which the employee assigned to a position is paid. The funding source for each position can be split within four general categories as found in the Code Structure below.

CODE STRUCTURE: The Fund Percent data element consists of four categories of four numeric characters. The four categories are: General Fund, Cash Fund, Federal Fund and Other Fund. Within each category, a decimal is located after the first character. The total fund percent must always equal 1.000. All characters within a used category must be filled with numbers or zeros. When a category is not used, it must remain blank.

EXAMPLE: A position is funded from three sources; 50% from General Funds; 30% from Cash Funds, and 20% from Federal Funds. In this case, the Personnel Update Form contains decimal points and is entered "0.500/0.300/0.200/". The entry is the same on the computer screen, enter all numbers and, in this case, leave the last category blank.

SPECIAL NOTES: Other Funds defines sources that are not appropriated in the Long Bill. For example: An Enterprise Fund might not be appropriated in the Long Bill but may be a source of funds for the position. Since Higher Education Institutions are no longer able to report the required fund splits, (by position) the EMPL has been modified to recognize the data in Higher Education Institution records as follows: data entered into the "general fund" category will be read as "appropriated funds" and data entered into the "other funds" category will be read as "non-appropriated" funds. Accordingly Higher Education Institutions must enter "appropriated" fund percents in the first category -general funds and "non-appropriated" fund percents in the last category -other fund". Federal fund and cash fund percents should be left blank.

GRADE

TERM:	GRADE
USER:	All
FIELD DESCRIPTION:	Three characters, numeric
FILE:	Employee, Class, Job
DEFINITION:	A numeric designation, which identifies a range of possible salaries for which a class may be compensated. For classified, merit, and judicial each class is related to a grade in a compensation plan. The grade is used as a cross check to assure correct salary range.
CODE STRUCTURE:	See State Personnel Compensation Plan, Merit compensation Plan and Judicial Compensation Plan for all possible classified combinations.
	All characters must be filled. Use leading zeros where necessary.
EXAMPLE:	An employee is hired to class A1234C. The grade for the class of A1234C is 82. In this case the entry would be "082".
SPECIAL NOTES:	The grades in the compensation plan published by the Department of Personnel, Department of Social Services (Merit System) and Judicial Department must be used for employees in those systems.
	These grades are established and maintained by the Department of Personnel, Department of Social Services, and Judicial Department.
	Grade for non-classified use is preset to 999.
TERM IN CPPS:	Grade

HIRE STEP

TERM: HIRE STEP

USER: Judicial

FIELD DESCRIPTION: Two characters, numeric

FILE: Class

DEFINITION: The lowest step or salary at which an employee can be hired to work within a class.

CODE STRUCTURE: See Judicial Compensation Plan for all possible combinations.

                                   All characters must be filled. Use leading zeros where necessary

SPECIAL NOTES: This data element is maintained by the Judicial Department.

                                   Step for non-classified use is preset to 99.

HOME AGENCY UNIT

TERM: HOME AGENCY UNIT

USER: Classified, Judicial, Non -classified

FIELD DESCRIPTION: Eight characters, alphanumeric

FILE: Pay-Ret-Misc

DEFINITION: The agency-unit that is responsible for the recording and payout of the employee's benefits.

CODE STRUCTURE: The first 3 characters identify the agency. The last 5 characters represent the individual work unit (locator code). See the Department Table for all possible combinations.

TERM IN CPPS: Agency/Admin Unit
                             Institution/ Agency

INITIAL EMPLOYMENT DATE

TERM:	INITIAL EMPLOYMENT DATE
USER:	All
FIELD DESCRIPTION:	Eight characters, numeric
FILE:	Employee
DEFINITION:	The date the employee was initially hired.

CODE STRUCTURE: YYYYMMDD = "Y" is year,
"M" is month, and
"D" is day.

All characters must be filled. Use leading zeros where necessary.

EXAMPLE: An employee is initially hired on March 1, 1982. In this case the entry is "19820301".

SPECIAL NOTES: This data element is computer generated and can be changed by agency users with Action Code "683".

The initial employment date is never changed while the employee remains in continuous state service. It is reestablished whenever an employee terminates from state ser- vice and is rehired, after 90 days.

TERM IN CPPS: Original Hire Date

IT'SUPTOYOU

TERM:	IT'SUPTOYOU
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Thirty-five characters, alphanumeric
FILE:	Pay-Ret-Misc
DEFINITION:	This is a blank data element that can contain any information the agency wishes to record.
EXAMPLE:	The Department of Personnel wants to record each of its employee's driver's license number, color of eyes, and whether the employee is right or left handed. They decide that the first 14 characters will be used for the driver's license number, the 15 and 16th characters will record the eye color and the 17th character will record whether the employee is right or left handed. Using action code 801 the agency would enter the following in- formation for a blue eyed, right handed employee:

E351666   BLR

I9 AGENCY

TERM: I9 AGENCY

USER: All

FIELD DESCRIPTION: Six characters, alphanumeric

FILE: Demographic

DEFINITION: The agency that changed the I9 status or I9 status date and has the I9 information.

CODE STRUCTURE: See the Agency Table for valid agencies.

SPECIAL NOTES: This data element is system generated. When 19 status is entered as "Y", the agency number of the user is put in this data element.

I9 STATUS

TERM:	I9 STATUS
USER:	All
FIELD DESCRIPTION:	One character, alphanumeric
FILE:	Demographic
DEFINITION:	Indicates whether or not 19 forms have been received by the agency.
CODE STRUCTURE:	Valid entries are:

Y = I9 forms have been received
N = I9 forms have not been received

SPECIAL NOTES:	All employees that have been hired since 11/06/86 must have an I9 on file with the employer.
TERM IN CPPS:	I9 Status

TERM: I9 STATUS DATE

USER: All

FIELD DESCRIPTION: Eight characters, numeric

FILE: Demographic

DEFINITION: The date the 19 was entered or changed in the system.

CODE STRUCTURE: YYYYMMDD =   "Y" is year,
                                                         "M" is month, and
                                                         "D" is day

                                All characters must be filled. Use leading zeros where necessary.

SPECIAL NOTES: When I9 status is changed to a "Y" or "N" or a new 19 is received, the
                                date is entered in this data element.

TERM: JOB NBR

USER: Classified, Judicial, Non-classified

FIELD DESCRIPTION: One character, numeric

FILE: Job

DEFINITION: A number that identifies a particular job assignment.

CODE STRUCTURE: Valid entries are:

                                  1, 2, 3, 4, and 5.

SPECIAL NOTES: Every employee within the system is given 5 job assignments for each ORG ID they are assigned. Each job number contains information relating to the employee salary and funding sources. Job number 5 can also be used to record pay differential or overtime pay that the employee is eligible to receive.

TERM IN CPPS: Job Number

LAST NAME

TERM:	LAST NAME
USER:	All
FIELD DESCRIPTION:	Twenty characters, alphanumeric
FILE:	Demographic
DEFINITION:	The employee's last name.
CODE STRUCTURE:	Begin entry at the first character of the data element. Leave spaces between letters in the name where they appear naturally. No special characters are permitted except for a hyphen.
	Do Not Enter "." or ",".
EXAMPLE:	An employee's full name is John Philip Smith. In this case the entry would be "Smith".
	Another employee's full name is Mary Eileen Parks- Adams. In this case the entry would be "Parks-Adams".
	Another employee's full name is Jose Frances DeHerrera. In this case the entry would be "DeHerrera".
SPECIAL NOTES:	BEFORE A NAME IS CHANGED, A RECEIPT FROM SOCIAL SECURITY ADMINISTRATION OR SOCIAL SECURITY CARD SHOULD BE OBTAINED.
TERM IN CPPS:	Name

LAST NAME SUFFIX

TERM: LAST NAME SUFFIX

USER: All

FIELD DESCRIPTION: Three characters, alphanumeric

FILE: Demographic
                                   The name suffix used by an employee.

DEFINITION: See the Name Suffix Table for all valid entries.

                                   Begin entry at the first character of the data element, if this data element is
                                   not used continue to next data element.

CODE STRUCTURE: An employee's full name is John Philip Smith Jr. In this case the entry
                                   would be "Jr".

SPECIAL NOTES: BEFORE A NAME IS CHANGED, A RECEIPT FROM SOCIAL
                                   SECURITY ADMINISTRATION OR SOCIAL SECURITY CARD
                                   SHOULD BE OBTAINED.

TERM IN CPPS: Name Suffix

LEAVE ACCRUAL DATE

TERM:	LEAVE ACCRUAL DATE
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Six characters, numeric
FILE:	Pay-Ret-Misc
DEFINITION:	The year and month that the employee's current leave earning rate was started.
CODE STRUCTURE:	YYYYMM = "Y" is year, "M" is month. All characters must be filled. Use leading zeros where necessary.
EXAMPLE:	A classified employee's leave earning rate is changed when the employee completes 5 years of service. Employee A was originally hired 3-1-83 and completed 5 years on 3-1-88, her annual leave earning rate changed fro~ 8 hours per month to 10 hours at that time. In this example the leave accrual date would be "198803".
SPECIAL NOTES:	Entry of this data element is optional and is used in combination with the leave accrual plan data element.
TERM IN CPPS:	Leave Accrual Date

LEAVE ACCRUAL PLAN

TERM:	LEAVE ACCRUAL PLAN
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Two characters, alphanumeric
FILE:	Pay-Ret-Misc
DEFINITION:	A code that indicates the employee's ability to accrue vacation and sick leave.
CODE STRUCTURE:	See Leave Accrual Plan Tables for all possible combinations.

Valid codes are:

> Blank = The employee accrues no leave
> CL = The employee accrues leave at the Classified rate
> JU = The employee accrues leave at Judicial rate

SPECIAL NOTES:	This data element is optional and is used in combination with the leave accrual date data element.
TERM IN CPPS:	Leave Accrual Plan

LEAVE OF ABSENCE REASON

TERM:	LEAVE OF ABSENCE REASON
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	One character, numeric
FILE:	Pay-Ret-Misc
DEFINITION:	A code that indicates the reason why an employee has taken a leave of absence.
CODE STRUCTURE:	See LOA Reason Table for all possible combinations.

Valid entries are:

            0 = Not on leave of absence
            1 = Disability
            2 = Military
            3 = Maternity, paternity
            4 = Personal
            5 = Illness
            6 = Family obligations
            7 = Education
            8 = Layoff
            9 = Sabbatical

SPECIAL NOTES:	This data element is used in combination with the LOA Return Date element.
TERM IN CPPS:	Leave Of Absence Reason

LEAVE OF ABSENCE RETURN DATE

TERM: LEAVE OF ABSENCE RETURN DATE

USER: Classified, Judicial, Non-classified

FIELD DESCRIPTION: Four characters, numeric

FILE: Pay-Ret-Misc

DEFINITION: The year and month that the employee is scheduled to return to work from a leave of absence.

CODE STRUCTURE: YYYYMMDD =   "Y" is year,
                                                     "M" is month, and
                                                     "D" is day.

                                 All characters must be filled. Use leading zeros where necessary.

EXAMPLE: An employee goes on unpaid education LOA October 30, 1988. She plans on returning to work January 15, 1989. Her WA date is entered as "198901".

SPECIAL NOTES: This data element has been established for the purpose of workforce planning and as an aid with benefits administration.

                                 This data element is used in combination with the LOA Reason data element.

TERM IN CPPS: Leave Of Absence Return Date

LEAVE WITHOUT PAY EMPLOYEE TO DATE

TERM: LEAVE WITHOUT PAY EMPLOYEE TO DATE

USER: Classified, Judicial, Non-classified

FIELD DESCRIPTION: Eight characters, numeric

FILE: Pay-Ret-Misc

DEFINITION: The amount of time that the employee has taken off without pay during their current work history.

CODE STRUCTURE: YY MM DD HH =   "Y" is the number of years,
                                                       "M" is the number of months,
                                                       "D" is the number of days, and
                                                       "H" is the number of hours.

                               All characters must be filled. Use leading zeros where necessary.

SPECIAL NOTES: This data element is optional.

TERM IN CPPS:

LEAVE WITHOUT PAY YEAR TO DATE

TERM: LEAVE WITHOUT PAY YEAR TO DATE

USER: Classified, Judicial, Non-classified

FIELD DESCRIPTION: Six Characters, Numeric

FILE: Pay-Ret-Misc

DEFINITION: The amount of time that the employee has taken off without pay during the current year.

CODE STRUCTURE: MM DD HH =   "M" is the number of months,
                                                                    "D" is the number of days, and
                                                                    "H" is the number of hours.

                                         All characters must be filled. Use leading zero's where necessary.

MAX PERCENT INCREASE

TERM:	MAX PERCENT INCREASE
USER:	Classified and Judicial
FIELD DESCRIPTION:	Three characters, numeric
FILE:	Class
DEFINITION:	The maximum percent of salary increase to be allowed for an employee for a specific classification action.
CODE STRUCTURE:	The valid coding structure is .999
EXAMPLE:	A 2.5 percent increase is displayed as .025.

MIDDLE NAME/INITIAL

TERM:	MIDDLE NAME/INITIAL
USER:	A11
FIELD DESCRIPTION:	Fifteen characters, alphanumeric
FILE:	Demographic
DEFINITION:	The employee' s middle name or initial.
CODE STRUCTURE:	Begin entry at the first character of the data element; if this data element is not used continue to next data element Leave spaces between letters in the name where they appear naturally. No special characters are permitted. Do Not Enter "." or ",".
EXAMPLE:	An employee's full name is John Philip Smith. In this case the entry would be "Philip". Another employee gives his name as John P. Smith. In this case the entry would be "P".
SPECIAL NOTES:	The middle name/initial should always appear as employee wants it on a payroll check. BEFORE A NAME IS CHANGED, A RECEIPT FROM SOCIAL SECURITY ADMINISTRA TION OR SOCIAL SECURITY CARD SHOULD BE OBTAINED.
TERM IN CPPS:	Name

OCCUPATIONAL GROUP

TERM:	OCCUPATIONAL GROUP
USER:	Classified, Judicial
FIELD DESCRIPTION:	Eight characters, alphanumeric
FILE:	Class
DEFINITION:	A code which relates each class to a key for grade and salary setting purposes.
CODE STRUCTURE:	See Occupational Group Table for all possible combinations.
EXAMPLE:	A new class of Sky Hook Worker I is established. The occupational group for the new class it LTC. In this case the entry would be "LTC." This tells the user the class of Sky Hook Worker I is placed in the occupational group category of Labor, Trades and Crafts.
SPECIAL NOTES:	This data element is maintained by the Department of Personnel only.

OCCSTUDY PERCENT

TERM:	OCCSTUDY PERCENT
USER:	All
FIELD DESCRIPTION:	Three characters, numeric
FILE:	Class
DEFINITION:	The percentage of salary adjustment applied to a class as a result of a System Maintenance study.
CODE STRUCTURE:	The percentage amount is shown in decimal format and can be entered as a positive or negative change (.999 +).
EXAMPLE:	A 2 1/2% adjustment downward is displayed as .025-. A 7 1/2% adjustment upward is displayed as .075 +.
SPECIAL NOTES:	This data element is maintained by the Department of personnel and is included here for informational purposes only.

OPERATOR ID

TERM:	OPERATOR ID
USER:	All
FIELD DESCRIPTION:	Four characters, alphanumeric
FILE:	Demographic, Employee, Position, Class, Job, Pay-Ret-Misc
DEFINITION:	Identifies the personnel technician who updated the individual personnel record and the source of the transaction.
CODE STRUCTURE:	The first position is alphabetic and either identifies the agency the personnel technician works for or contains a "Z" to show that a special fix has been entered on the transaction. Positions 2 and 3 identify the operator. Position 4 is alphanumeric and gives information about the transaction.

Possible position 4 entries are:

> T = Entered via terminal
> M = Mass transaction

EXAMPLE:	A personnel technician has an ID of "G25" and enters transactions via a terminal. All transactions that this technician enters are recorded with a "G25T" identification.
SPECIAL NOTES:	The codes for each technician are assigned by the General Government Computer Center.

The operator ID is generated from the personnel technician's sign-on name and the source of the transaction is generated by program. Both are automatically recorded by the computer.

ORG ID

TERM:	ORG ID
USER:	All
FIELD DESCRIPTION:	Seven characters, alphanumeric
FILE:	Employee, J ob, Pay- Ret- Misc
DEFINITION:	Organizational structure that is used to associate an employee to a payroll office.
CODE STRUCTURE:	See the Org Id Table for all possible combinations.
EXAMPLE:	
SPECIAL NOTES:	This is a key data element that is used to locate job records or Pay-Ret-Misc data.
	It may consist of two, four, six, or seven characters as assigned by Accounts and Control.

ORGANIZATIONAL UNIT

TERM: ORGANIZATIONAL UNIT

USER: All

FIELD DESCRIPTION: Twelve characters, alphanumeric

FILE: Position

DEFINITION: The organizational unit is an alphanumeric designation used by an agency for organizing position records within specific units.

CODE STRUCTURE: See the Agency Table for all possible combinations.

EXAMPLE:

SPECIAL NOTES: This data element has no format requirements and its usage is restricted only by the agency's imagination. Additions or deletions to the Organizational Unit tables are processed through Computer Systems in the Department of Personnel.

Each position in the EMPL is directly related to an Organizational Unit. Since each person is related to a position, each per- son is also related to an Organizational Unit by association.

OTHER FUND PERCENT

TERM:	OTHER FUND PERCENT
USER:	All
FIELD DESCRIPTION:	Five characters, numeric (4 categories)
FILE:	Position
DEFINITION:	The source of funds, by percentage, through which the employee assigned to a position is paid. The funding source for each position can be split within four general categories as found in the Code Structure below.
CODE STRUCTURE:	The Fund Percent data element consists of four categories of four numeric characters. The four categories are: General Fund, Cash Fund, Federal Fund and Other Fund. Within each category, a decimal is located after the first character. The total fund percent must always equal 1.000. All characters within a used category must be filled with numbers or zeros. When a category is not used, it must remain blank.
EXAMPLE:	A position is funded from three sources; 50% from General Funds; 30% from Cash Funds; and 20% from Federal Funds. In this case, the Personnel Update Form contains decimal points and is entered "0.500/0.300/0.200/". The entry is the same on the com- puter screen, enter all numbers and, in this case, leave the last category blank.
SPECIAL NOTES:	Other Funds defines sources that are not appropriated in the Long Bill. For example: An Enterprise Fund might not be appropriated in the Long Bill but may be a source of funds for the position. Since Higher Education Institutions are no longer able to report the required fund splits, (by position) the EMPL has been modified to recognize the data in Higher Education Institution records as follows: data entered into the "general fund" category will be read as "appropriated funds" and data entered into the "other funds" category will be read as "non-appropriated" funds. Accordingly Higher Education Institutions must enter "appropriated" fund percents in the first category -general f1md£ and "non-appropriated" fund percents in the last category -other funds. Federal fund and cash fund percents should be left blank.

OVERRIDING CLASS

TERM:	OVERRIDING CLASS
USER:	All
FIELD DESCRIPTION:	Six characters, alphanumeric
FILE:	Class
DEFINITION:	The class that replaced an old or abolished class.
CODE STRUCTURE:	The first character is alphabetic and identifies the personnel system that the class is associated with: A through I is classified, J is judicial, S through Z is merit, 1 through 9 is non-classified. The middle four characters identify the actual class code. The last character identifies the class option.
EXAMPLE:	Class code A1234C has been abolished and replaced with class code A2222D. In this case, if someone re- quested information for class code A1234C, they would find the overriding class to be A2222D. This indicates that class code A1234C is no longer an acceptable class and cannot be used. New transactions must carry a class code of A2222D.
SPECIAL NOTES:	This data element is maintained by the Department of Personnel, Department of Social Services (Merit Systems) and Judicial Department.

OVERRIDING ONLY AGENCY

TERM:	OVERRIDING ONLY AGENCY
USER:	All
FIELD DESCRIPTION:	Three characters, alphanumeric
FILE:	Class
DEFINITION:	The single agency that is affected by a classification change. Overriding only agency is recorded within the class record that is the prior or overridden class.
CODE STRUCTURE:	See Agency Table for all possible combinations.
EXAMPLE:	Due to a classification study it is determined that all of the Staff Assistant Is in the Department of Health should be changed to a new class, Health Record Administrator.
	Since Staff I will still be used by other agencies the agency number for the Department of Health is moved to the over- riding Only Agency data element for the Staff Assistant I class and only the Department of Health's Staff Assistant Is are affected by the classification change.
SPECIAL NOTES:	This data element is maintained by the Department of personnel and is defined here for informational purposes only.

PAY CYCLE

TERM: PAY CYCLE

USER: Classified, Judicial, Non-classified

FIELD DESCRIPTION: Two characters, alphanumeric

FILE: Job

DEFINITION: The frequency of payment for a particular job number or assignment.

CODE STRUCTURE: See Pay Cycle Tables for all possible combinations.

                                 Valid entries:

                                            B1 = Biweekly
                                            MI = Monthly
                                            M2 = Monthly (Department of Highways
                                                 ONL Y)

PAY DIFFERENTIAL

TERM:	PAY DIFFERENTIAL
USER:	All
FIELD DESCRIPTION:	One character, numeric
FILE:	Class
DEFINITION:	Indicates class eligibility for overtime, shift differential, and/or on-call pay (premium pay).
CODE STRUCTURE:	This code combines all premium pay eligibilities into one character. See the Pay Differential Tables for all possible combinations.

Valid entries are:

> 0 = No pay differential
> 1 = Shift differential
> 2 = On call pay
> 3 = Shift differential, on call pay
> 4 = OT
> 5 = OT, shift differential
> 6 = OT, on call pay
> 7 = OT, shift differential, on call pay

EXAMPLE:	A class is eligible for overtime and shift differential, but not on-call pay. In this case the entry would be "5".
SPECIAL NOTES:	The Department of Personnel determines which classified classes are eligible for premium pay.

The pay differential recorded in the class file drives the pay differential that is recorded in the position file. (See pay differential (position)).

PAY DIFFERENTIAL (POSITION)

TERM: PAY DIFFERENTIAL (POSITION)

USER: All

FIELD DESCRIPTION: One character, numeric

FILE: Position

DEFINITION: Indicates position eligibility for overtime, shift differential, and/or on-call pay (premium pay).

CODE STRUCTURE: This code combines all premium pay eligibilities into one character. See the Pay Differential Tables for all possible combinations.

Valid entries are:

> 0 = No pay differential
> 1 = Shift differential
> 2 = On call pay
> 3 = Shift differential, on call pay
> 4 = OT
> 5 = OT, Shift differential
> 6 = OT, On call pay
> 7 = OT, Shift differential, on call pay

EXAMPLE: The class recorded in a position is eligible for overtime and shift differential. Due to staffing problems the agency requests that the Department of Personnel allow them to give the position overtime, shift differential,
and on-call pay. Approval is granted and the agency changes the pay differential in the position from 5 to 7.

SPECIAL NOTES: FOR CLASSIFIED:

The Department of Personnel determines the pay differential for position. A request must be submitted to the Compensation Unit of the Department of Personnel for position pay differential changes other than same category overtime availability changes, i.e., a change from 0 (no pay differential) to 4 (overtime) can be determined by the individual agency's pay practices. A change from 2 (on-call pay) to 5 (overtime, shift differential) must be submitted for review. The review will be made according to current FLSA rules. Pay differential is used to determine the

method of payment for part-time employees. If the pay differential is 0, I, 2, or 3 (not eligible for overtime) the employee must be paid on a pro rata basis (percent of monthly salary). If the pay differential is 4, 5, 6, or 7 (eligible for overtime) the agency may choose to pay the employee according to their work schedule. If the employee is required to work a fixed schedule the agency may pay the employee on a pro rata basis, or if the employee works a variable schedule he may be paid on an hourly basis. See Volume II, Chapter 8, Appendix- Tables (Position Status) for further clarification.

PERCENT

TERM:	PERCENT
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Five characters, numeric
FILE:	Job
DEFINITION:	The percent of work charged to a specific account. The sum of percents for currently active accounts must equal the per- cent of full time amount in the employee job record.
CODE STRUCTURE:	100% is represented as 1.0000,25% is represented as 0.2500, etc.
EXAMPLE:	For salaried jobs this is used to calculate the rate amount for each account by using the formula:

$$\text{Salary Amount} = \text{Salary X Percent.}$$

For hourly jobs, the percent data element, if used, will generate the number of hourly jobs the employee is expected to work. For hourly jobs the percent data element can be zeros.

TERM IN CPPS:	Account Percent

PERCENT FULL TIME

TERM:	PERCENT FULL TIME
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Five characters, numeric
FILE:	Job
DEFINITION:	The percentage of the full salary the employee is to be paid.
CODE STRUCTURE:	The valid code structure is 9.9999.
EXAMPLE:	A full time employee's record would contain 1.0000. A 35% employee's record would contain 0.3500.
SPECIAL NOTES:	This data element may be split between active job records.
	For all hourly employees and for all non-classified employees this data element must equal 100% (1.0000).
	For classified and judicial employees this data element must equal the FTE amount recorded in the employee's position record, unless position status from position record = 03, 05, or 07. In this case, this data element must = 100% (1.0000).
TERM IN CPPS:	Percent Full- Time

TERM:	PERSON TITLE
USER:	All
FIELD DESCRIPTION:	Four characters, alphanumeric
FILE:	Demographic
DEFINITION:	The salutation to be used before the employee's name, for mailing purposes.
CODE STRUCTURE:	See the Person Title Tables for all possible combinations.
	Begin entry at the first character of the data element, if this data element is not used continue to next data element.
EXAMPLE:	An employee named Janice Smith prefers "Ms". In this case the entry would be "Ms". (The mailing label would print out Ms. Janice Smith).
SPECIAL NOTES:	This is an optional data element, it will be used in the Ad- dress Label System when that system becomes available.
TERM IN CPPS:	Name Prefix

PHONE

TERM:	PHONE
USER:	All
FIELD DESCRIPTION:	Fourteen characters, numeric
FILE:	Demographic
DEFINITION:	The employee's area code, phone number and extension at place of residence.
CODE STRUCTURE:	Do not use dashes or parentheses.
EXAMPLE:	Employee's area code and phone number at their residence is (303) 237-8327. In this case "303" would be entered in the area that is labeled area code, "237" is entered in the next area, and "8327" is entered in the last area.
SPECIAL NOTES:	If the employee does not have a telephone enter all zeros (000 000 0000 0000).
	If the employee has a telephone, but either refuses to release the number or requests that it be unlisted, enter all 9' s (999 999 9999 9999).
TERM IN CPPS:	Home Phone

PLAN DATE

TERM:	PLAN DATE
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Eight characters, numeric
FILE:	Pay-Ret-Misc
DEFINITION:	The date that the employee was enrolled in a retirement plan.

CODE STRUCTURE: YYYYMMDD =

    "Y" is year,
    "M" is month, and
    "D" is day.

All characters must be filled. Use leading zeros where necessary.

SPECIAL NOTES: This data element is used in connection with retirement plan data elements. If there is not a retirement plan, this data element must be zeros (blank).

TERM IN CPPS: Retirement Plan Effective Date

P.O. BOX

TERM:	P.O. BOX
USER:	All
FIELD DESCRIPTION:	Six characters, alphanumeric
FILE:	Demographic
DEFINITION:	The number of the employee's personal post office box, if applicable. No special characters are permitted.
CODE STRUCTURE:	Begin entry at the first character of the data element, if this data element is not used continue to next data element.
TERM IN CPPS:	Current Address-Street

POSITION ENTRY DATE

TERM:	POSITION ENTRY DATE
USER:	All
FIELD DESCRIPTION:	Eight characters, numeric
FILE:	Employee
DEFINITION:	The date the employee first entered his/her current position.

CODE STRUCTURE: YYYYMMDD =   "Y" is year,
                                             "M" is month, and
                                             "D" is day.

EXAMPLE: An employee is transferred to position 04023 on July 15, 1984. In this case the position entry date would be "19840715".

SPECIAL NOTES: This data element is system generated and cannot be changed by agency users. The definition of the data element is shown here for informational purposes only.

POSITION NUMBER

TERM:	POSITION NUMBER
USER:	All
FIELD DESCRIPTION:	Five characters, numeric
FILE:	Employee, Position, Job
DEFINITION:	A unique identifying number assigned to each individual position within an agency.
CODE STRUCTURE:	All characters must be filled. Use leading zeros where necessary.
EXAMPLE:	When a position is to be created, the agency may use any number that it is not currently using.
SPECIAL NOTES:	When an employee is moved (transfer, promotion, or demotion) from one position to another within the same agency, the number of the receiving position is entered.
TERM IN CPPS:	Position Number

POSITION OT

TERM:	POSITION OT
USER:	All
FIELD DESCRIPTION:	One character, alphanumeric
FILE:	Position
DEFINITION:	A code that indicates a position's eligibility for overtime.
CODE STRUCTURE:	Valid entries are:

        E = Exempt
        N = Non-Exempt

EXAMPLE:	The pay differential assigned to a position is "2" (on-call pay) and the position OT is "E". Action code 220 is used to change the positions pay differential to "4" (overtime) and the position OT is automatically changed to "N".
SPECIAL NOTES:	This data element is computer generated and cannot be changed by agency users. The definition of the data element is shown here for informational purposes only.
TERM IN CPPS:	Employee Type

POSITION STATE

TERM:	POSITION STATE
USER:	All
FIELD DESCRIPTION:	One character. numeric
FILE:	Position
DEFINITION:	A code that indicates the state or current usability of a position.
CODE STRUCTURE:	The codes which indicate the position state are:

> 0 = Abolished
> 1 = Vacant
> 4 = Filled
> 5 = LWOP
> 6 = STD
> 7 = Employee on Military Leave

EXAMPLE: A filled position would carry a position state of "4". If the position is subsequently vacated the position state would change to "1". If the position is subsequently abolished the position state would change to "0". An employee is called up for active military service due to declared armed hostilities with another country .The employee is placed on military leave and the position state is changed to 6. The employee is kept in the position so that upon return, all of the anniversary, salary survey and classification changes that took place while he was gone are recorded on his record.

SPECIAL NOTES: This data element is computer generated and cannot be changed by agency users. The definition of the data element is shown here for informational purposes only.

POSITION STATUS

TERM: POSITION STATUS

USER: All

FIELD DESCRIPTION: Two characters, numeric

FILE: Position

DEFINITION: A code assigned to all positions, which identifies the salary payment method and position type.

CODE STRUCTURE: See the Position Status Table for all possible combinations.

(On the Position Status Tables, condition codes for Allotment Base and FTE are indicated. L or < means less than, E or = means equal to, G or > means greater than. The Allotment Base entered must fall within the ranges on the table or the entry will be rejected. FTE is computer generated and no entry is necessary.)

First character indicates position category and salary payment:

Classified
0 = Monthly
1 = Pro-rata
2 = Pro-rata
3 = Hourly

Judicial
0 = Monthly
1 = Pro-rata
2 = Pro-rata

Non-Classified
4 = Monthly
5 = Hourly

Second character indicates position type

Classified
1 = Full-Time
2 = Part-Time

3 = Seasonal -Full Schedule
4 = Seasonal- Part-Time
5 = Substitute -Full Schedule
6 = Substitute -Part- Time
7 = Temporary -Full Schedule
8 = Temporary -Part-Time
9 = Emergency

Judicial
1 = Full Time
2 = Part Time

Non-Classified
1 = Regular -Full Time
2 = Regular -Part Time
3 = 9 mo. Faculty -Full Time
4 = 9 Mo. Faculty -Part Time
5 = Administrators -Full Time
7 = 10 Mo. Faculty -Full Time
8 = 10 Mo. Faculty -Part Time
9 = Student

EXAMPLE: A position is to be established as classified full time with a monthly wage base. In this case the entry would be "01 ". (Therefore, the Allotment Base, according to the Position Status Table and the Allotment Base Condition code, must equa12080 hours when entered.)

Another position is to be established as classified seasonal part-time with a hourly wage base. In this case the entry would be "34 ". (Therefore, the Allotment Base, according to the Position Status Table and the Allotment Base Condition code, must be less than 1906 hours when entered.)

SPECIAL NOTES: Position status may automatically be changed depending on the pay differential for the position. Only certain combinations of the first and second characters are possible, and the Allotment Base entry must conform to the condition codes indicated on the Position Status Table.

If you find a situation that does not fit the tables, please call Computer Systems within the Department of Personnel for classified positions, the Department of Social Services for Merit system and the Judicial Department for judicial positions.

TERM IN CPPS: Term/Position Status

PREVIOUS LAST NAME

TERM: PREVIOUS LAST NAME

USER: All

FIELD DESCRIPTION: Twenty characters, alphanumeric

FILE: Demographic

DEFINITION: The employee's previously used last name, when an employee's last name is changed.

CODE STRUCTURE: This data element is one of four separate data elements that are updated when an employee's name is changed. Last Name (20) characters, Last Name Suffix (3) characters, First Name (20) characters, and Middle Name (15) characters. When any part of an employee's name is changed, the previous name is driven into the previous name data elements. The new name is entered under the data elements entitled Last Name, Last Name Suffix, First Name, Middle Name, Initial.

EXAMPLE: An employee gets married and changes her name from Mary Eileen Parks to Mary Eileen Brennamin. In this case the Personnel technician would enter "Brennamin Mary Eileen" in the appropriate name data elements. The computer system would automatically drive "Parks Mary Eileen" into the previous name data element.

SPECIAL NOTES: This data element is computer generated and cannot be changed by agency users. The definition of the data element is shown here for informational purposes only. Generally, users will not want to change an employee name unless the employee has already filed a name change with the Social Security Administration.

PREVIOUS FIRST NAME

TERM:	PREVIOUS FIRST NAME
USER:	All
FIELD DESCRIPTION:	Three characters, alphanumeric
FILE:	Demographic
DEFINITION:	The employee's previously first name when an employee's first name is changed.
CODE STRUCTURE:	This data element is one of four separate data elements that are updated when an employee's name is changed. Last Name (20) characters, Last Name Suffix (3) characters, First Name (20) characters, and Middle Name (15) characters. When any part of an employee's name is changed, the previous name is driven into the previous name data elements. The new name is entered under the data elements entitled Last Name, Last Name Suffix, First Name, Middle Name, Initial.
EXAMPLE:	An employee gets married and changes her name from Mary Eileen Parks to Mary Eileen Brennamin. In this case the Personnel technician would enter "Brennamin Mary Eileen" in the appropriate name data elements. The computer system would automatically drive "Parks Mary Eileen" into the previous name data element.
SPECIAL NOTES:	This data element is computer generated and cannot be changed by agency users. The definition of the data element is shown here for informational purposes only. Generally, users will not want to change an employee name unless the employee has already filed a name change with the Social Security Administration.

PREVIOUS LAST NAME SUFFIX

TERM: PREVIOUS LAST NAME SUFFIX

USER: All

FIELD DESCRIPTION: Twenty characters, alphanumeric

FILE: Demographic

DEFINITION: The employee's previously used, last name suffix, when an employee's name is changed.

CODE STRUCTURE: This data element is one of four separate data elements that are updated when an employee's name is changed. Last Name (20) characters, Last Name Suffix (3) characters, First Name (20) characters, and Middle Name (15) characters. When any part of an employee's name is changed, the previous name is driven into the previous name data elements. The new name is entered under the data elements entitled Last Name, Last Name Suffix, First Name, Middle Name, Initial.

EXAMPLE: An employee gets married and changes her name from Mary Eileen Parks to Mary Eileen Brennamin. In this case the Personnel technician would enter "Brennamin Mary Eileen" in the appropriate name data elements. The computer system would automatically drive "Parks Mary Eileen" into the previous name data element.

SPECIAL NOTES: This data element is computer generated and cannot be changed by agency users. The definition of the data element is shown here for informational purposes only. Generally, users will not want to change an employee name unless the employee has already filed a name change with the Social Security Administration.

PREVIOUS MIDDLE NAME

TERM: PREVIOUS MIDDLE NAME

USER: All

FIELD DESCRIPTION: Fifteen characters, alphanumeric

FILE: Demographic

DEFINITION: The employee's previously used, middle name when an employee's middle name is changed.

CODE STRUCTURE: This data element is one of four separate data elements that are updated when an employee's name is changed. Last Name (20) characters, Last Name Suffix (3) characters, First Name (20) characters, and Middle Name (15) characters. When any part of an employee's name is changed, the previous name is driven into the previous name data elements. The new name is entered under the data elements entitled Last Name, Last Name Suffix, First Name, Middle Name, Initial.

EXAMPLE: An employee gets married and changes her name from Mary Eileen Parks to Mary Eileen Brennamin. In this case the Personnel technician would enter "Brennamin Mary Eileen" in the appropriate name data elements. The computer system would automatically drive "Parks Mary Eileen" into the previous name data element.

SPECIAL NOTES: This data element is computer generated and cannot be changed by agency users. The definition of the data element is shown here for informational purposes only. Generally, users will not want to change an employee name unless the employee has already filed a name change with the Social Security Administration.

PREVIOUS SOCIAL SECURITY NUMBER

TERM: PREVIOUS SOCIAL SECURITY NUMBER

USER: All

FIELD DESCRIPTION: Nine characters, numeric

FILE: Demographic

DEFINITION: The employee's previously used or incorrect Social Security Number.

CODE STRUCTURE: Leave no blank positions.

EXAMPLE: An employee initially reported an incorrect social security number of 412-88-2314. The correct social security number is 412-66-2314. When the employee's social security number is changed the incorrect social security number of "412882314" is driven into the previous social security number data element. The correct social security number would be entered under the data element entitled Social Security Number.

SPECIAL NOTES: This data element is computer generated and cannot be changed by agency users. The definition of the data element is shown here for informational purposes only. Proof of a correct (or corrected) SSN should be obtained before changing a SSN.

PRIOR CLASS

TERM:	PRIOR CLASS
USER:	All
FIELD DESCRIPTION:	Six characters, alphanumeric
FILE:	Class
DEFINITION:	The class code of a class that has been replaced by another.
CODE STRUCTURE:	The first character identifies the personnel system that the class is associated with: A through I is classified, J is judicial, S through Z merit, 1 through 9 is non-classified.
	The middle four characters identify the actual class code.
	The last character identifies the class option.
EXAMPLE:	The class code for Underwater Basket Weaver III is C1234F. This class is replaced by a class called Aqua Weaver Specialist, which has a class code of B1666F. In this case the record of prior class would be "C1234F" (the class code which has been replaced).
SPECIAL NOTES:	This data element is computer generated and cannot be changed by agency users. The definition of the data element is shown here for informational purposes only.

PRIOR ONLY AGENCY

TERM: PRIOR ONLY AGENCY

USER: All

FIELD DESCRIPTION: Three characters, alphanumeric

FILE: Class

DEFINITION: The single agency that is affected by a classification change. Prior Only Agency is recorded within the class record that is the new or overriding class.

CODE STRUCTURE: See the Agency Table for all possible combinations.

EXAMPLE: Due to a classification study it is determined that all of the Staff Assistant I's in the Department of Health should be changed to a new class, Health Record Administrator. Since this change only affects Department of Health employees, the new class of Health Record Administrator will have the Department of Health's agency number recorded in the prior-only agency data element.

SPECIAL NOTES: This data element is maintained by the Department of Personnel and is defined here for informational purposes only.

PROPOSED OCCUPATIONAL GROUP

TERM: PROPOSED OCCUPATIONAL GROUP

USER: Classified and Judicial

FIELD DESCRIPTION: Eight characters, alphanumeric

FILE: Class

DEFINITION: A code which relates each class to a key or reference class for grade and salary setting purposes. Proposed occupation- al group entries are the result of a occupational study and are placed within the class record for reference or salary projecting purposes.

CODE STRUCTURE: See the Occupational Group Table for all possible combinations.

EXAMPLE: During occupational study data collection it is found that a class should have its occupational group changed. The Department of Personnel updates the proposed occupational group with the new occupational group. At the time the occupational study is implemented the proposed occupational group is moved into the occupational group data element and employee salaries are adjusted accordingly.

SPECIAL NOTES: This data element is maintained by the Department of Personnel and is defined here for informational purposes only.

RATING

TERM:	RATING
USER:	All
FIELD DESCRIPTION:	Four characters, numeric
FILE:	Employee
DEFINITION:	The employee's performance rating score.
CODE STRUCTURE:	The maximum rating an employee can receive is 500.
EXAMPLE:	An employee's overall rating score is 298. Using action code 684, the data element is updated with "298".
SPECIAL NOTES:	12/31/1999 & BEFORE (EFFECTIVE DATE) THE MAXIMUM NUMERIC PACE RATING ANEMPLOYEE CAN RECEIVE IS 500.

01/01/2000 THRU 03/01/2001ONLY NI, FC, PP, U, G, C, O ALLOWED.NO NUMBERS ALLOWED.

03/01/2001 THRU 03/01/2002ONLY NI, FC, PP ALLOWED.

AS OF 3/1/2002-ONLY 4 VALID RATINGS U=UNSATISFACTORY, S=SATISFACTORY, AS=ABOVE STANDARD, O=OUTSTANDING.

RATING DATE

TERM: RATING DATE

USER: All

FIELD DESCRIPTION: Eight characters, numeric

FILE: Employee

DEFINITION: The effective date of the employee's last performance rating.

CODE STRUCTURE: YYYYMMDD =   "Y" is year ,
                                                           "M" is month, and
                                                           "D" is day.

                                   All characters must be filled. Use leading zeros where necessary.

RATING DUE DATE

TERM: RATING DUE DATE

USER: All

FIELD DESCRIPTION: Six characters, numeric

FILE: Employee

DEFINITION: The date when an employee's next performance rating is due. This date cannot be more than one year from the Rating Date.

CODE STRUCTURE: YYYYMM =   "Y" is year,
                                            "M" is month.

                            All characters must be filled. Use leading zeros where necessary.

TERM IN CPPS: Next Review Date

RATING TYPE

TERM:	RATING TYPE
USER:	All
FIELD DESCRIPTION:	One characters, alphanumeric
FILE:	Employee
DEFINITION:	The type of performance rating given to an employee. A classified employee must be rated a least once every year.
CODE STRUCTURE:	Valid entries:

       A = Annual performance rating
       I = Interim performance rating

RECORD COUNT

TERM: RECORD COUNT

USER: All

FIELD DESCRIPTION: Two characters, numeric

FILE: Class, Employee, Position

DEFINITION: A code that indicates how many groups of 10 occurrences are held for a position, employee or class.

CODE STRUCTURE: The record count is shown on all position, employee, and class inquiry display screens. Any number from 01 to 99 will be shown.

                             This code is most useful when you want to inquire on past history. Within record number 1, it will show you how many groups of 10 occurrences you are able to browse.

                             When you are viewing history within a record number greater than 1, the record count will show how many groups of 10 occurrences there are before all history has been viewed.

EXAMPLE: An employee has 40 occurrences of history, since the history is held in groups of 10 occurrences the record count on the inquiry screen for record number 1 shows "4". When another history occurrences is added, a new group of 10 occurrences will be created and the record count on record number 1 will be changed to "5".

                             When you are inquiring on an employees history, consisting of 5 groups of 10 occurrences, and are in record number 3 the record count will show "3". The "3" denotes that there are 3 groups of 10 occurrences remaining for viewing.

SPECIAL NOTES: This data element is computer generated and is used in combination with the record number data element.

RECORD NUMBER

TERM:	RECORD NUMBER
USER:	All
FIELD DESCRIPTION:	Two characters, numeric
FILE:	Class, Employee, Position
DEFINITION:	A code that is used to identify which group of 10 history occurrences is to be referenced when inquiring on class, employee or position records.
CODE STRUCTURE:	Any number from 01 to 99 is valid. Use leading zeros where necessary.
EXAMPLE:	An agency wants to look at the original hire action for an employee. An inquiry is made on that persons SSN and the history screen displays the first 4 occurrences within record-number "1". The record count on the screen shows "3", this means that the employee has "3" groups of 10 records on file. The agency returns to the inquiry selection screen and changes the record number to "3" and occurrence selection to "7", "8", "9", and "10". This will show the employees oldest 4 history occurrences.
SPECIAL NOTES:	This data element is computer generated and is used in combination with the record count data element.

RETIREMENT DATE

TERM:	RETIREMENT DATE
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Eight characters, Numeric
FILE:	Pay-Ret-Misc
DEFINITION:	The date that the employee is eligible for regular retirement.

CODE STRUCTURE: YYYYMMDD =   "Y" is year,
                                                            "M" is month, and
                                                            "D" is day.

All spaces must be filled. Use leading zeros where necessary.

SPECIAL NOTES: This data element is optional.

RETIREMENT PLAN

TERM: RETIREMENT PLAN

USER: Classified, Judicial, Non-classified

FIELD DESCRIPTION: One character, alphanumeric

FILE: Pay-Ret-Misc

DEFINITION: A code that indicates which retirement plan the employee is enrolled in.

CODE STRUCTURE: See the Retirement Plan Table for all possible combinations.

                                   Valid entries are:

D	DEFINED PENSION PLAN
E	EXEMPT
I	ICMA
J	PERA JUDGE RATE
P	PERA REGULAR RATE
R	RETIRED
S	PERA SAFETY OFFICER RATE
T	STUDENT RETIREMENT
V	VALIC

SPECIAL NOTES: This data element is used in connection with the retirement date data element. If there is not a retirement plan this data element must be blank

TERM IN CPPS: Retirement Plan

TERM:	SALARY
USER:	All
FIELD DESCRIPTION:	Ten characters, numeric
FILE:	Employee, Job
DEFINITION:	The numeric amount in dollars and cents that identifies the employee's monthly, hourly, or pro rata salary rate.
CODE STRUCTURE:	The maximum numeric representation is 9999999.999.
SPECIAL NOTES:	For part-time classified, judicial and merit employees; the salary data element in the employee file contains the employee's actual pro-rated salary. The salary data element displayed within the job record contains the full monthly salary. This data is computer generated and uses the class grade, employee step, position status, and FTE for computation.

Example:

1) An employee is in a full-time position (position status 01) his salary would be equal to the full monthly salary for his grade and step.

2) An employee is in a part-time position, is eligible for overtime, and works a varied schedule. His position status is "32" and his salary would be equal to the hourly salary for his grade and step.

3) An employee is in a part-time position, works a fixed schedule and is not eligible for overtime payments. His position status is 12 and his salary is computed using the monthly salary for his grade and step multiplied by the FTE of the position. This is called a pro-rata salary.

For non-classified employees the salary data element in both employee and job files is the actual salary the employee is to be paid.

Example:

An employee is to be paid $5.00 per hour. The salary data element will be "$5.000".

An employee is to be paid $200.00 every two weeks (Bi- Weekly). The salary data element will be "$200.000".

An employee is to be paid $1000.00 per month. The salary data element will be "$1000.000".

Pro-rata salary = monthly salary x FTE

Please check each transaction that adjusts salary to make sure that the salary amount coincides with agency computed data.

TERM IN CPPS: Pay Rate

SALARY AMOUNT

TERM:	SALARY AMOUNT
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Ten characters, numeric
FILE:	Job
DEFINITION:	The salary amount that is paid out of a specific account within a job record.
CODE STRUCTURE:	The maximum numeric representation is 9999999.999.
	Each job number record contains 3 account lines. Each ac- count line contains a percentage data element that shows the percentage of the employee's salary that should be paid out of the account on that line.
EXAMPLE:	Employee B makes $1500 a month, she works full time and is paid out of 2 accounts. The first account line in Job number 01 has active start and stop dates and. 750 in the percent data element. The salary amount for this account line is $1125 (monthly salary x 75%). The second account line on Job Number 01 also has active start and stop dates and .250 in the percent data element. The salary amount for this account is $375.00 (monthly salary x 25%).
SPECIAL NOTES:	This data element is computer generated and shown for in- formational purposes only.
TERM IN CPPS:	Rate Amount

SALARY CODE

TERM:	SALARY CODE
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	One character, alphanumeric
FILE:	Job
DEFINITION:	A code that indicates the method used to determine the employee's salary.
CODE STRUCTURE:	See the Salary Code Table for all possible combinations.

Valid entries are:

> A = Allowances
> H = Hourly
> P = Period
> R = Multi Rate Hourly

EXAMPLE:	An employee is to be paid hourly. The entry would be "H".
SPECIAL NOTES:	This data element is used in conjunction with Time Report Code. When this data element is passed to the Payroll Segment of CPPS the " A " is changed to "P" and the "R " is changed to "H".
TERM IN CPPS:	Rate Code

SALARY 1, SALARY2, SALARY3 ...SALARY21

TERM:	SALARY 1, SALARY2, SALARY3 ...SALARY21
USER:	All
FIELD DESCRIPTION:	Nine characters, numeric
FILE:	Class
DEFINITION:	Classified, Judicial:

The monthly salary relating to each valid step of a class. Salaryl represents the monthly salary for Step 1, Salary2 represents the monthly salary for Step 2, etc. For Classified and Judicial salary 9 is the max. For Merit Salary
21 is the max.

Non Classified:

The lowest and the highest salary that is valid for a class. The low salary is in Salaryl and the highest salary is in Salary2.

CODE STRUCTURE:	The maximum numeric representation is 999999.999.
SPECIAL NOTES:	This data element is maintained by the Department of Personnel and is defined here for informational purposes only.
TERM IN CPPS:	

SEPARATION REASON

TERM:	SEPARATION REASON
USER:	All
FIELD DESCRIPTION:	Two characters, numeric
FILE:	Employee
DEFINITION:	An identifying code that indicates the reason why an employee has terminated state service.
CODE STRUCTURE:	See the Separation Reason Table for all possible combinations.
EXAMPLE:	An employee resigns. The exit interview reveals the employee resigned because of personal problems relating to the supervisor. In this case the entry would be "33".
	Another employee's exit interview reveals the employee resigned because of a more lucrative job offer with a private company. In this case the entry would be "30".
	Another employee is fired. In this case the entry would be "70".
SPECIAL NOTES:	To properly record this data element, some type of exit interview must be performed with the separating employee.
TERM IN CPPS:	Separation Reason

SEX

TERM:	SEX
USER:	All
FIELD DESCRIPTION:	One character, alphanumeric
FILE:	Demographic
DEFINITION:	The sex of the employee.
CODE STRUCTURE:	Valid entries are:

F = Female
M = Male

TERM IN CPPS: Sex

SHELTERED

TERM:	SHELTERED
USER:	Classified
FIELD DESCRIPTION:	One character, alphanumeric
FILE:	Position
DEFINITION:	A code that indicates if a position is sheltered from the normal lay-off bumping process. A sheltered position is one in which there are special skills that the person occupying the position must be able to perform.
CODE STRUCTURE:	Valid entries are:

> Y = Yes (Special skills are required)
> N = No (Special skills are not required)

EXAMPLE:	A Social Worker position requires special skills in the area of speech therapy. In this case the sheltering data element is set to "Y". Subsequently any person who might fill the position must have the same speech therapy skills.
SPECIAL NOTES:	This data element is set to "N" when positions are created. It can only be changed to "Y".

SHIFT INDICATOR

TERM:	SHIFT INDICATOR
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	One character, alphanumeric
FILE:	Job
DEFINITION:	Designates the shift the employee is assigned to for this job assignment.
CODE STRUCTURE:	See the Shift Indicator Table for all possible entries.
EXAMPLE:	The employee is assigned to the graveyard shift. The entry would be "G."
TERM IN CPPS:	Shift Indicator

TERM:	SSN
USER:	All
FIELD DESCRIPTION:	Nine characters, numeric
FILE:	Demographic, Employee, Position, Job, Pay-Ret-Misc
DEFINITION:	An identification number which is issued by the U .S. Social Security Administration.
CODE STRUCTURE:	Leave no blank characters. Do not include dashes.
EXAMPLE:	A new employee submits a social security number of 123-45-6789. In this case the entry would be "123 45 6789".
SPECIAL NOTES:	If an employee has not received a Social Security Number, a temporary number may be assigned by the agency personnel technician. The first 3 characters of the assigned number must begin with zeros. The remaining characters may be filled with arbitrary numbers. When the employee is later issued a number by the United States Social Security Administration, the number must be changed.
	BEFORE A SOCIAL SECURITY NUMBER IS CHANGED, A COPY OF THE SOCIAL SECURITY CARD SHOULD BE OBTAINED.
TERM IN CPPS:	Employee Id
	Social Security Number

SSN SUFFIX

TERM:	SSN SUFFIX
USER:	All
FIELD DESCRIPTION:	One character, numeric
FILE:	Employee, Position, Job
DEFINITION:	A numeric suffix added to the employee's SSN. This suffix allows the system to accept and record information about persons that hold more than one position.
CODE STRUCTURE:	If an employee is to hold more than one position, then the SSN suffix for the first position would be " 1 " and the SSN suffix for the second position would be equal to "2", the3rd position "3", etc.
	The suffix is always preset to "1 ", but can be changed to a higher number when the employee holds more than one position.
	On the Personnel Update Form the agency personnel technician must enter the SSN suffix that coincides with the employee's appointments and SSN.
EXAMPLE:	An employee with a SSN of: 123-45-6789 holds a half time position with Pikes Peak Community College. Pueblo Vocational Community College hires the same person to work 1/4 time. In this case the agency personnel technician would enter a "2", for the SSN suffix. The SSN would remain constant for all positions held.
TERM IN CPPS:	

START DATE

TERM:	START DATE
USER:	All
FIELD DESCRIPTION:	Eight characters, numeric
FILE:	Job
DEFINITION:	The first date that employee payments can be charged against the designated account on the individual account line.

CODE STRUCTURE: YYYYMMDD =   "Y" is year ,
                                                 "M" is month, and
                                                 "D" is day.

All characters must be filled. Use leading zeros where necessary.

SPECIAL NOTES: There are 3 potential start dates within each job number or assignment. Due to the design of the job record, the start date can be blank (if the account line is not used) or any valid past, present, or future date.

TERM IN CPPS: Account Start Date

STATE

TERM:	STATE
USER:	All
FIELD DESCRIPTION:	Two characters, alphanumeric
FILE:	Demographic
DEFINITION:	The state where the employee lives.
CODE STRUCTURE:	Must conform to state abbreviations used by the U.S. Post- al Service.
	See the State Table for all possible combinations.
TERM IN CPPS:	Current Address-State

TERM: STATUS CHANGE DATE

USER: Classified, Judicial and Merit

FIELD DESCRIPTION: Eight characters, numeric

FILE: Employee

DEFINITION: The date of the employee's most recent employee status change.

CODE STRUCTURE: YYYYMMDD =   "Y" is year,
                                                  "M" is month, and
                                                  "D" is day.

EXAMPLE: The employee status of John Philip Smith was changed from Trial Service -code 5, to Certified -code 1, on August 23, 1982. That date was the most recent date of employee status change. In this case the record would reflect a status change date of "19820823".

SPECIAL NOTES: This data element is system generated and cannot be changed by agency users. The definition of the data element is shown here for informational purposes only.

STATUS DATE

TERM:	STATUS DATE
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Eight characters, numeric
FILE:	Pay-Ret-Misc
DEFINITION:	The effective date of the employee's current employment status. The date is either a start date, leave begin date, termination date, or the date the employee last returned to active status.

CODE STRUCTURE: YYYYMMDD= "Y" is year,
  "M" is month, and
  "D" is day.

All characters must be filled. Use leading zeros where necessary .

EXAMPLE: An employee starts to work as of October 31, 1932. The entry would be "19321031."

TERM IN CPPS: Status Date

STEP

TERM:	STEP
USER:	All
FIELD DESCRIPTION:	Two characters, numeric
FILE:	Employee, Job

DEFINITION: A number that is used to identify each possible salary amount within a pay grade for classified, judicial and merit systems.

Step for non-classified use is preset to 99.

CODE STRUCTURE: See State Personnel Compensation Plan for all possible combinations for classified employees.

See Judicial System's Compensation Plan for all possible combinations for Judicial employees.

All characters must be filled. Use leading zeros where necessary.

EXAMPLE: An employee is to be hired at step 3. In this case the entry would be "03".

TERM IN CPPS: Step

STEP 6 MONTHS

TERM:	STEP 6 MONTHS
USER:	Classified, Judicial
FIELD DESCRIPTION:	Two characters, numeric
FILE:	Employee
DEFINITION:	The number of months an employee has been paid at step 6.
CODE STRUCTURE:	"00" through "60".
EXAMPLE:	An employee, who has been in step 6 for two years and three months, is promoted and placed in step 5. At the time of the promotion, the computer converts the total step 6 months from two years and three months to 27 months. This figure is then recorded in "step 6-months".
	When the employee is again placed at step 6, the computer will subtract 27 from 60 (the necessary months required to be spent at step 6 before advancement to step 7) and determine that the employee must spend 33 more months at step 6.
SPECIAL NOTES:	This data element is computer generated and cannot be changed by agency users. The definition of the data element is shown here for informational purposes only.

STOP DATE

TERM:	STOP DATE
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Eight characters, numeric
FILE:	Job
DEFINITION:	The last date that payments to the employee can be charged against a designated account.
CODE STRUCTURE:	YYYYMMDD = "Y" is year, "M" is month, and "D" is day.

All characters must be filled. Use leading zeros where necessary.

SPECIAL NOTES:	There are 3 potential stop dates within each job number or assignment. Due to the design of the job record, the stop date can be blank (if the account line is not used) or any valid past, present, or future date.
TERM IN CPPS:	Account Stop Date

STREET

TERM:	STREET
USER:	All
FIELD DESCRIPTION:	Twenty-five characters, alphanumeric
FILE:	Demographic
DEFINITION:	The employee's street address at the location of residence (Does not include city, state, or zip code.)
CODE STRUCTURE:	Use postal address information. Separate address numbers and street names with spaces where applicable. Street may be abbreviated to fit the length of the data element. No special characters are permitted.
	Begin entry at the first character of the data element, if this data element is not used continue to next data element. Must enter Street and/or P .0. Box.
EXAMPLE:	14362 East 42nd Street Apt. 306 would have the following entry: "14362 East 42 Street".
SPECIAL NOTES:	The apartment number is not used in this data element, see Apartment data element.
TERM IN CPPS:	Current Address-Street

TERM:	SUPERVISOR AGENCY
USER:	All
FIELD DESCRIPTION:	Three characters, alphanumeric
FILE:	Position
DEFINITION:	The agency number of the person who supervises a position.
	This data element is used in conjunction with the Supervisor Position data element.
CODE STRUCTURE:	If the position has no supervisor or is supervised by a person who does not have a position record, fill this data element with "#" and Supervisor Position with zeros.
EXAMPLE:	The supervisor works for a Federal Agency.
SPECIAL NOTES:	Most commonly, the supervisor's agency will be the same as the employee's agency.

SUPERVISOR POSITION

TERM:	SUPERVISOR POSITION
USER:	All
FIELD DESCRIPTION:	Five characters, alphanumeric
FILE:	Position
DEFINITION:	The position number of the person who supervises the position.
	This data element is used in conjunction with the Supervisor Agency data element.
CODE STRUCTURE:	The entire data element should be filled, use leading zeros where necessary.
	If the position has no supervisor or is supervised by some- one who does not have a position record, fill this data element with zeros and Supervisor Agency with "#".
EXAMPLE:	The supervisor works for a Federal Agency.

TERM:	TERM POSITION STATUS
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	Two characters, numeric
FILE:	Job
DEFINITION:	The type (full-time, part-time) and pay rate of the position that the employee occupies. (Also see position status definition)
	See the Position Status Table for all possible combinations.
CODE STRUCTURE:	This data element is system generated from the position record.

TIME REPORT CODE

TERM:	TIME REPORT CODE
USER:	Classified, Judicial, Non-classified
FIELD DESCRIPTION:	One character, alphanumeric
FILE:	Job
DEFINITION:	Part of minimum record requirement.

The code determining:

        1). The method of time reporting required for the job.
        2). If the job is listed on time report forms.

CODE STRUCTURE: See the Time Report Code Table for all possible entries.

Valid entries are:

E	SALARIED EMPLOYEE, NOT LISTED ON TIME REPORT
L	SALARIED EMPLOYEE, LISTED ON TIME REPORT
N	HOURLY EMPLOYEE, NOT LISTED ON TIME REPORT
P	HOURLY EMPLOYEE, LISTED ON TIME REPORT
T	EXCEPTION BY TIME, LISTED ON TIME REPORT

SPECIAL NOTES: This data element drives time reports in the Payroll segment of CPPS. It is used in conjunction with Salary Code.

TERM IN CPPS: Time Report Code

USE CODE

TERM:	USE CODE
USER:	Classified
FIELD DESCRIPTION:	One character, alphanumeric
FILE:	Class
DEFINITION:	A code which indicates the usage of a class.
CODE STRUCTURE:	Valid entries are:

> G = General use class
> N = Used by a single agency

EXAMPLE:	The Program Assistant I class is used by all agencies and has a use code of "G".
	The Highway Maintenance Worker A class is used only by the Department of Highways and has a use code of "N".
SPECIAL NOTES:	This data element is maintained by the Department of Personnel, Selection Center, and is defined here for informational purposes only.

VETERAN TIME

TERM:	VETERAN TIME
USER:	Classified
FIELD DESCRIPTION:	Six characters, numeric
FILE:	Demographic
DEFINITION:	The number of years, months, and days of U.S. military ser- vice (served during armed hostilities).
CODE STRUCTURE:	YRS MOS DAYS, where "YRS" is the number of years, "MOS" number of months, "DA YS" number of days. Use leading zeros where necessary. Enter "00" for non-veteran or veteran that did not serve during armed hostilities.
EXAMPLE:	A veteran produces documentation to show 4 1/2 years of eligible U .S. military service. In this case the entry would be "04-06-00". A veteran produces documentation to show 16 years of eligible U.S. military service. In this case the entry would be "16-00-00".
SPECIAL NOTES:	This data element is used to compute seniority for layoff purposes.
TERM IN CPPS:	Veteran Time

VETERAN TYPE

TERM:	VETERAN TYPE
USER:	Classified
FIELD DESCRIPTION:	One digit, numeric
FILE:	Demographic
DEFINITION:	The most recent active duty in which the veteran was involved.
CODE STRUCTURE:	See the Veteran Type Table for all possible entries.

Valid entries are:

1	OTHER DISABLED VETERAN
2	OTHER VETERAN
3	DISABLED VIETNAM VETERAN
4	VIETNAM VETERAN
5	WIDOW/WIDOWER

EXAMPLE: An employee served on active duty during the Korean conflict and the Vietnam War. In this case the entry would be "2".

SPECIAL NOTES: This is not an optional data element, an entry must be made for all employees.

TERM IN CPPS: Military Status

VISA DATE

TERM:	VISA DATE
USER:	All
FIELD DESCRIPTION:	Eight characters, numeric
FILE:	Demographics
DEFINITION:	The expiration date of an alien employee's Visa.
CODE STRUCTURE:	Valid entries are:

Blank	=	Not applicable (U.S. Citizen)
YYYYMMDD	=	"Y" is the expiration year, "M" is the expiration month and "D" is the expiration day.

All spaces must be filled. Use leading zeros where necessary.

EXAMPLE:	An employees VISA expires 5-89. The date entered into the VISA date data element is "19890531."
SPECIAL NOTES:	This data element is only for employees that are not U .5. Citizens but have been authorized to obtain jobs.
TERM IN CPPS:	Visa Expiration Date

ZIP

TERM:	ZIP
USER:	All
FIELD DESCRIPTION:	Thirteen digits, alphanumeric
FILE:	Demographic
DEFINITION:	The zip code used for mailing to employee's place of residence.
CODE STRUCTURE:	Begin entry at the first character of the data element (do enter dashes). If this data element is not used continue to next data element.
SPECIAL NOTES:	The data element length of 13 characters is in anticipation of the U.S. Post Office extended zip codes. Use extended zip codes when provided.
TERM IN CPPS:	Current Address – Zip Code